OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**

LINE PRODUCTION. Reservation clerks of American Airlines, Inc., New York, place the on the moving conveyor belt which runs down the center of the table. No clerk need leave

APRIL • 1944

MASTER-CRAFT Helps Produce More . . . with Less Manpower

Desks are piled high with work in accounting departments today. But many of the chairs behind those desks are *empty for the duration.* Yet the flood of detail must be handled — the numerous reports prepared on schedule.

To meet this situation, hundreds of busy war plants are simplifying and speeding up their work with improved Master-Craft Loose-Leaf Specialties — standardized merchandise such as Kopi-Spot Pay Checks and Pay Roll Records, with which *four pay roll records can be made in one operation.*

It will pay you to investigate the possibilities of doing more work easier, through the use of time-saving Master-Craft Loose-Leaf Products. Consult your Master-Craft Dealer, or write us.

Pay Roll Systems
Kopi-Spot Pay Checks
Withholding Tax Systems
Social Security Systems
Ledger Forms
Catalog Binders
Ring Binders
Storage Binders
Post Binders
Index Tabs
Thong Binders
Visible Binders

MASTER-CRAFT CORPORATION • Kalamazoo, Mich.
Division of The Shaw-Walker Co.

"Built Like a Skyscraper"

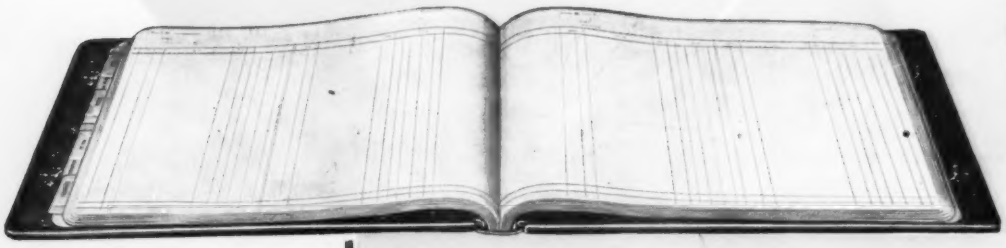
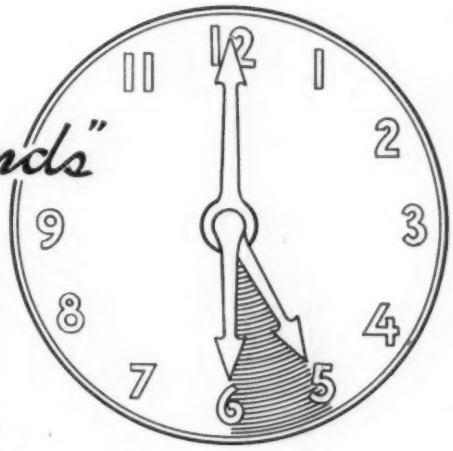


Figure Facts
Commercial Forms
Columnar Forms
Machine Bookkeeping Binders
Loose-Leaf Specialties

MASTER-CRAFT

Loose Leaf Systems

When "Five O'Clock Hands"



Have Six O'Clock Dates

DAINTY fingers that hold dinner menus at six are often the same as those on ribbon, carbon and ink-stained "hectograph hands" at five Columbia RAINBOW HAND CREAM is the magic medium responsible for this Cinderella-like transformation.

Office and personnel managers readily recognize the importance of caring for "office hands". Because Columbia RAINBOW HAND CREAM contains many of the same soothing emollients that are used in the finest cosmetics, it has met with wide popularity among war-busy office and factory workers. It is rubbed on the hands like any cosmetic cream; then a cloth is used to wipe away all stains and dirt, leaving the skin smooth and refreshed.

Ask your dealer or the Columbia office nearest you for prices and a demonstration on RAINBOW HAND CREAM.

COLUMBIA RIBBON & CARBON MFG. CO., Inc.
Main Office and Factory Glen Cove, L. I., N. Y.

NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT • MILWAUKEE • MINNEAPOLIS • NASHVILLE • PHILADELPHIA • PITTSBURGH CINCINNATI, (Harris-Moers Co.) • PORTLAND, ORE.

Also: London, England; Sydney, Australia

COLUMBIA **Rainbow** HAND CREAM

Sure there are several other daters on the market—but for practicability, none quite matches up to the Justrite line. Check these features and we're sure you'll agree with those millions who will accept no substitute, that Justrite daters and numberers should be on top of your order list:

√ 1. New snap action and exclusive rubber roll guarantee that **bands will not slip.**
√ 2. Rubber is of a beautiful steel-blue **color.**
√ 3. Solid steel bridge will not bend nor **give.**
√ 4. Bands **start** easily, even after standing for months.
√ 5. Corrugated back prevents **sticking** of inked bands.
√ 6. Stamped **metal** wheels—much stronger than fibre or die-cast wheels found in other makes.

EVERY DAY MORE PURCHASING AGENTS ARE LEARNING THAT

Once they try **Justrite** *they'll specify*

Order today from *your* office supply dealer.

The More-Than-A-Thousand Justrite Items Are Manufactured By

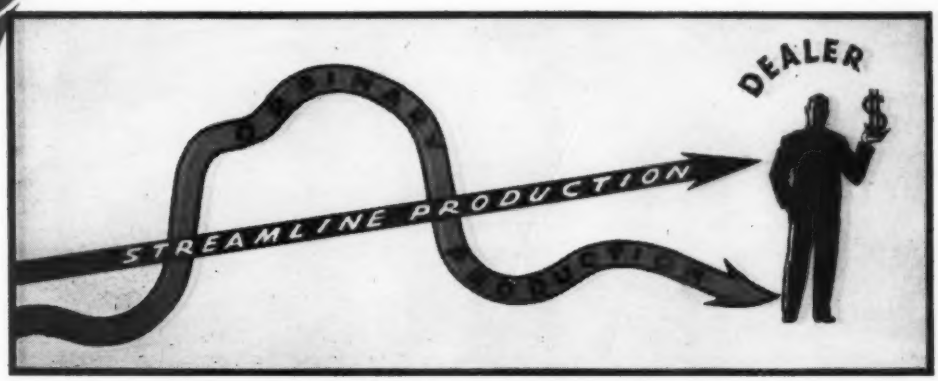
LOUIS MELIND COMPANY

Plants at CHICAGO, ILL. and BROOKLYN, N. Y.

Offices in NEW YORK, DETROIT, CHICAGO, LOS ANGELES and SAN FRANCISCO

RED FEATHER

STREAMLINE PRODUCTION SAVES MONEY—FOR YOU



The Saving in Production Cost Is Handed on to Consumer

Streamline Production, a New Plant and New Specially Designed Machinery and Equipment, have stepped up production to a point where substantial savings are made. These savings are reflected in our new list prices. They are being passed on to the Procurement Officer, the Purchasing Agent and the Supply Departments of countless different industries.

You too can benefit by purchasing Red Feather Duplicating Supplies through your local dealer who offers Red Feather Stencils (blue, white and yellow), and other Duplicating Supplies at new record low prices.

Ask your local dealer to secure Red Feather samples for you.

STENCILS • DUPLICATOR INKS • DUPLICATOR SUPPLIES • CORRECTION FLUID • TYPE CLEANER • HECTO FLUID • CARBON PAPER • TYPEWRITER RIBBONS

WRITE TODAY FOR NEW, DESCRIPTIVE CATALOG

RED FEATHER PRODUCTS LTD.

Redwood City · California

WE'RE SEEKING ADDITIONAL DEALERS . . . . . TO PARTICIPATE IN THESE SALES OPPORTUNITIES

WE of Corry-Jamestown anticipate a veritable tidal wave of orders for the soon-to-be-announced post-war line of Steel Age Office Furniture.

Our optimism is based on the interesting departures in construction, styling and utility this greatest of all Steel Age Line will embody.

It's a line that will offer sales opportunities both for existing Steel Age dealers — and for new dealers we are now seeking where a franchise is available.

To these dealers, Corry-Jamestown offers exclusive rights, the backing of well planned merchandising and advertising helps, a reputation for quality established over many years — and the promise of a post-war line incorporating a host of war-born advancements with eye and buy appeal.

If you are interested in this assured source of post-war potentials, we'd be interested to hear from you and provide you the facts in full. Write us — today.

Steel Age

CORRY - JAMESTOWN

MANUFACTURING CORPORATION ★ CORRY, PENNA.

The Corry-Jamestown Franchise Carries Leadership

THE HALL-MARK OF DEPENDABILITY

The maintenance of an established reputation synonymous with dependability and excellence of craftsmanship, is no easy task these days, when speed of manufacture, only too often is looked upon as a substitute for quality. That is why the buyer of M & V fine carbon papers and ribbons, *"Need Not Beware"* when they see the letters M & V that stand for the Roman numerals, Thousand and Five. They likewise represent the 1005 quality products so meticulously manufactured by the M & V Guild of Craftsmen under this distinguished trademark that serves as a symbol of reliability and a guarantee service.

MITTAG AND VOLGER, INC.

ESTABLISHED 1881

FINE CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

GOOD TYPISTS Prefer CODO

★ TYPEWRITER RIBBONS

★ CARBON PAPERS

The new Codo CLEARTEX writes and wears like silk. Fine fabric, high ink concentration and extra length give discriminating typists new standards for copying performance.

For every copying purpose there is a Codo Carbon paper that will give cleaner, sharper impressions for a longer time. Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all guaranteed against deterioration for five years.

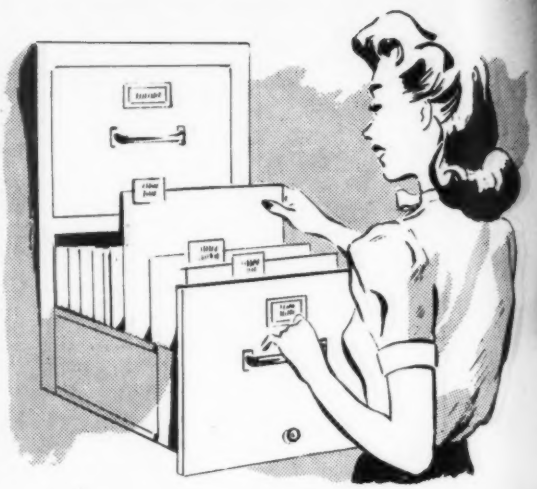
The famous patented "Carbon Gripper" in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.

529 South Franklin St., Chicago

270 Lafayette St., New York

Factory: Coraopolis, Pa.



there are plenty of office jobs for *DUPLISTICKERS*

DUPLISTICKERS are saving time and money in offices and factories today. While they serve the same purpose as roll labels, Duplistickers' gummed, perforated letter-size sheets are easier and quicker to fill in on the typewriter—as easy as typing on a letterhead. And Duplistickers are a real economy . . . offering three-and-a-half times more stickers than roll labels!

FOR LETTER FILE INDEXING. Duplistickers are widely used for marking and indexing of tabs on letter-file folders, etc. Addressing is faster, and Duplistickers cost considerably less per thousand labels than other types of gummed labels.

SPEED DUPLICATE MAILINGS. With one operation, it is possible to do all the addressing required for two, three or four different mailings. Single mailings can be done more quickly too because thirty-three addresses can be typed with one insertion in the typewriter. Ideal for addressing envelopes, circulars, samples, catalogues, etc.

MANY OTHER USES for Duplistickers in offices, factories, schools. Particularly convenient and practical for addressing heavy duplicate record cards of all kinds.

FIVE COLORS. Available in white, blue, pink, green, canary. Twenty-five perforated gummed sheets in each Duplisticker package, with thirty-three 2¼" x 1" stickers to a sheet—825 stickers in all. Retails at 50c.

EUREKA SPECIALTY PRINTING CO.
Sales Department Stationery Div.
11 W. 42nd St., New York 18, N. Y.

EUREKA

For Fast Year-Round Sales!

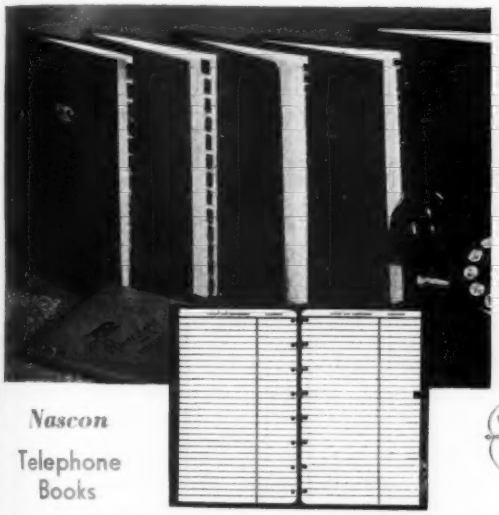
Illustrated on this page are but a few of the popular Nascon numbers whose exclusive utility features make them invaluable in the conduct of business, social and wartime activities. Beautifully designed and printed, in the inimitable Nascon style, these unique pieces are assured of immediate sale and a fast turnover throughout the year.

Once again Nascon offers a complete line which includes outstanding, new year-round numbers designed in response to a popular demand.

Needless to say 'orders' are exceptionally heavy and while we are now in a position to ship with reasonable promptness, conditions do not permit us to speak for the future. We, therefore, urge all dealers to anticipate their requirements, as much as possible, and to order now. Only in this way can the possibility of future delays and disappointments be avoided.

Nascon Personal Estate Record

A handsome loose-leaf book that provides an instantly accessible indexed record of vital facts pertaining to an estate, large or small. Highly endorsed as an invaluable guide for families and professional advisers.



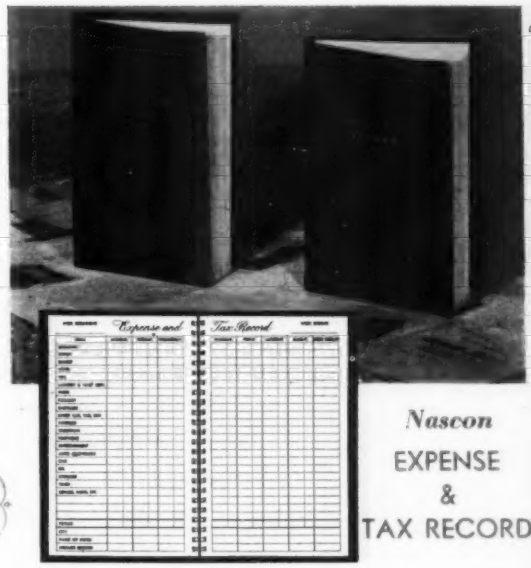
Nascon

Telephone Books

A unique selection of vest pocket and desk size address and telephone books, wire-o bound and loose-leaf.

Nascon "AT-A-GLANCE" Products

REG. U.S. PAT. OFF.



Nascon

EXPENSE & TAX RECORD

New! An expense and tax record book which has been designed to provide a complete record of expenses and taxes for a week at a glance for a full year. In a convenient, refillable pocket case 3¾" x 6⅛" with a pocket for receipts, ticket stubs, etc., this unique book also offers a three-year calendar, an automobile and cash record, and a summary of important tax deductions. The filler is Wire-O bound for flat opening and to enable the user to conveniently file, for future reference, a record of expenses and taxes for a complete year. Beautifully designed and printed, and very economical, the Nascon Expense and Tax Record is a book that every business man and woman will want on sight.

Nascon GUEST BOOKS

Beautifully designed and bound with space provided for guest's signature, address and comments.

Nascon Sales Corporation

60 EAST 42nd STREET, NEW YORK 17, NEW YORK

CANADIAN DISTRIBUTOR—E. D. TWITE & CO., 750 ST. PETER ST., MONTREAL P. Q.

MAK-UR-OWN INDEX TABS

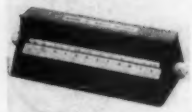
CABINET VISIBLE

BOOK VISIBLE

WOOD FILES

SECTIONAL VISIBLE

REFERENCE EQUIPMENT


TAX COMPUTER

FILING SUPPLIES

Victor dealers' CHOICE of the MONTH

The Victor

TAX COMPUTER

Read payroll deductions instantly from the large figures on the Tax Computer's dial. Speedy one-hand operation, no confusing charts to follow—the line needed is the only one visible when copying deduction amount. Inexpensive, substantially built, models to suit all pay periods.

For Weekly Payroll—Model A
For Bi-Weekly Payroll—Model D
For Semi-Monthly Payroll—Model B
For Monthly Payroll—Model C

Use on any desk—attractive non-glare olive green and gold finish; small—only 9¾ x 4½ x 2¾ in.

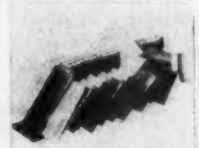
List Price, any model $3.90.

Information on any of the lines illustrated furnished on request.

Sold only through dealers

THE VICTOR SAFE & EQUIPMENT CO., INC.
NORTH TONAWANDA, N. Y.

*War casualty—will be supplied when steel is again available.


SORTERS

TUBE PANELS

MAK-UR-OWN INDEXING PRODUCTS

*SAFES

*TREASURE CHESTS

*INSULATED FILES

Forward March!

The BOSTON Cutter Brigade

Get in step with the times by saving steel and manpower. Your customers can keep their Boston Pencil Sharpeners in pointing trim by installing NEW CUTTERS. Circular is ready giving simple instructions for installing cutters. Send for a quantity of cutters and circulars.

BOSTON
PENCIL SHARPENERS

C. HOWARD HUNT PEN CO.
CAMDEN, N. J.

SPEEDBALL PENS - - HUNT PENS

MILLIONS OF 'EM!

Marching off the automatic machines at Quality Park is a continuous parade of envelopes—millions of 'em—in more kinds and styles than can be indicated here. Yet, at times, we can't completely fill all orders. Why? Because Uncle Sam's demand for envelopes is terrific and, of course, war orders come first. Then, too, there is a substantial increase in demands through our regular dealers and at the same time paper stocks have been limited. But we are doing the best we can. We are making envelopes—millions of 'em—and we're being fair about distribution to dealers. Fairness, like quality, is an old custom at Quality Park. Your inquiries and orders will have our prompt attention and we'll do our level best to keep you supplied with Quality Envelopes from Quality Park.

Sold through Dealers Only!

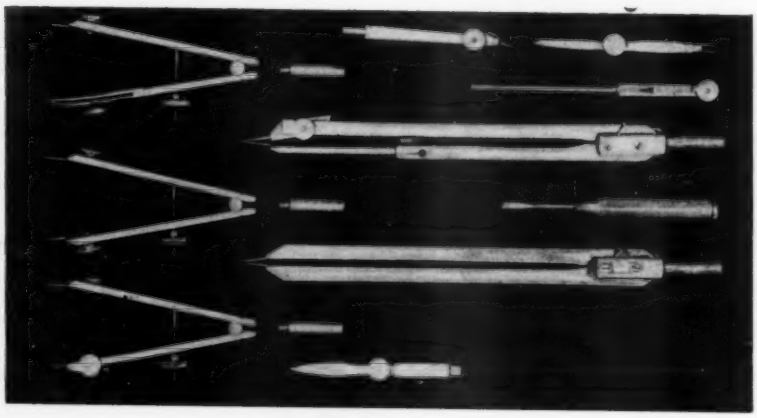
BUY WAR BONDS
Build Victory for Today
Build a Stronger America for TOMORROW

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul, Minnesota

Chicago Office and
Warehouse
564 W. Monroe Street

"CHARVOS"
DRAWING INSTRUMENTS



Distributed by

THE ROOS COMPANY

280 MADISON AVENUE

NEW YORK

YOUR INQUIRIES FOR DESCRIPTIVE LITERATURE AND SPECIAL PRICE LISTS CORDIALLY INVITED

glass HANDI-PEN set
by Sengbusch

..available

Since the glass Handi-pen set is made chiefly from non-critical materials, Sengbusch is in a position to make reasonable deliveries — governed, of course, by existing production limitations. This satisfactory set — up to highest Sengbusch standards of efficiency, quality, and appearance — is also available with large 14-kt. solid gold nib at $5.00. Order from your stationer. Also ask him about the Steeless Kleradesk and Ideal Moistener, available for immediate delivery.

Sengbusch Self-Closing Inkstand Co.
204 Sengbusch Bldg. Milwaukee, Wis.

A business-office "must"

When paper tears it can't be sewn,
So what is there to do ?
Just patch it up with Texcel Tape-
The message shows right through!

When hanging things upon a wall
For an opinion poll,
Use Texcel Tape-it leaves no stain,
No mark, no crack, no hole.

On planes, on shells and other things
That get so much abuse,
Quick, tough and handy Texcel Tape
Is widely put to use.

For Texcel is an improved tape
Whose "stick-um's" bonded on;
It won't come off, it won't dry out
Before the judgment dawn.

Right now, all Texcel Tape that's made
Is used for war-but when
Your Bonds and Stamps bring Victory
You'll have it back again!

Texcel Tape

CELLOPHANE TAPE — STICKS WITH A TOUCH

Made by Industrial Tape Corporation A Division of Johnson & Johnson
New Brunswick, N.J.

Note This!

from a recent talk by M. S. Bandoli, before members of the National Office Machine Dealers Association . . .

. . . In our own case, Victor will emerge from the war with over four times the floor space and physical plant we had two years ago. Not only will we have over twice our previous personnel, but our people will be better craftsmen. That's a combination which means that we will be able to produce not only more machines but better machines than we ever produced in the past.

You'll get what you want . . . a complete line of products—fast!

Producing the kind of machines you can rely upon

Watch Victor's advertising on our production of the Norden Bombsight for the Army and our postwar distribution program

VICTOR ADDING MACHINE CO.

"BUSINESS PENCIL OF THE WORLD"

★ MONGOL NO. 482 . . . made in the famous old Brooklyn pencil factory, sold by Stationers everywhere, and used wherever the wheels of Business and Industry turn.

★ Made by EBERHARD FABER . . . to a specification by which 5c pencil quality has long been measured. And made in 5 degrees* for economy and efficiency of choice for all varieties of work.

★ A means of EXPEDITING WORK in a busy office. Twice the wear of the nondescript ones bought in depression years. Half as many trips to the sharpener. Better than 50% fewer work interruptions.

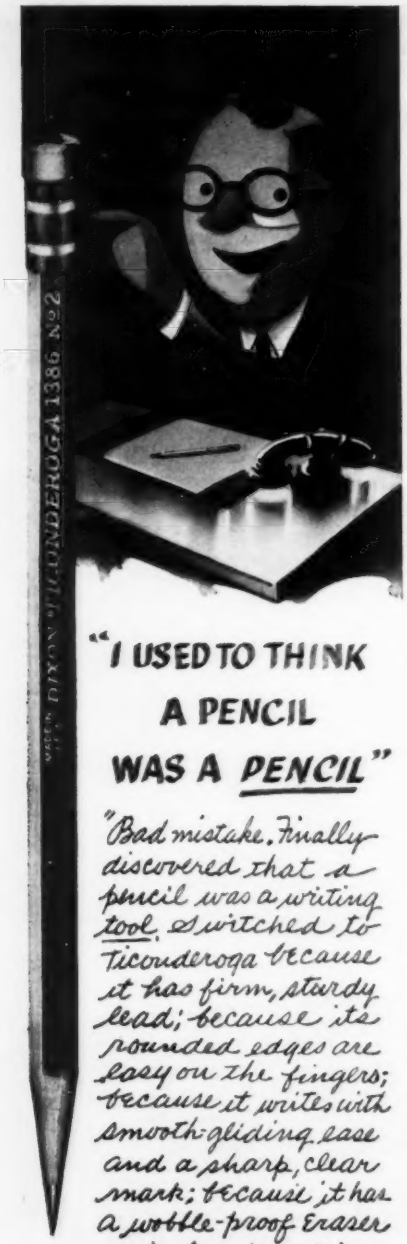
★ DOUBLY VALUABLE in these days of your short-handedness in clerical workers. Points eight time stronger than the average writing pressure.

★ You have REASONS APLENTY to "Say MONGOL to your Stationer," and to match MONGOL pencil quality with EBERHARD FABER erasers!

* No. 1 Soft — No. 3 Hard
No. 2 Medium — No. 4 Very Hard
2 2/3 F Firm

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849



"I USED TO THINK A PENCIL WAS A PENCIL"

"Bad mistake. Finally discovered that a pencil was a writing tool. Switched to Ticonderoga because it has firm, sturdy lead; because its rounded edges are easy on the fingers; because it writes with smooth-gliding ease and a sharp, clear mark; because it has a wobble-proof Eraser - firmly gripped in a modern plastic tip. Take it from an office manager who learned the hard way — Ticonderoga is a superior money-saving writing tool."

Demand... the fine American Pencil with the fine American name...

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-J1, Jersey City 3, N. J.

They Lead the Parade!

•

DOPP-CRAFT

Cases & Utility Kits

Pioneers in national advertising and product improvement in the leather goods industry, DOPP-CRAFT cases and DOPP-KIT are the famous favorites of the trade and the public alike. And they will continue to "lead the parade" after the war too, for post-war plans for new products—improved products—smart design and new conveniences—bigger and better advertising, are all going forward unceasingly. DOPP-CRAFT will continue to maintain leadership for it will continue to MERIT that position.

CHARLES DOPPELT & CO.

Fine Leather Goods

412 N. Orleans St. Chicago 10, Ill.

Opposite Merchandise Mart

NATIONALLY ADVERTISED SINCE 1937

TIME • HARPERS MAGAZINE • ESQUIRE • NEW YORKER • FORTUNE
MADEMOISELLE • HARPERS BAZAAR • ATLANTIC

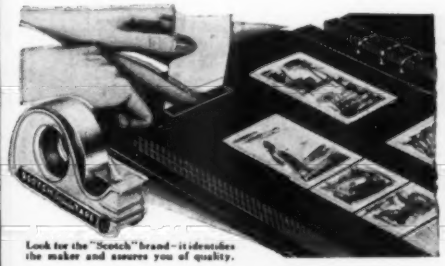
Her soldier's picture is A.W.O.L. *again!*

. . . because there was no "Scotch" Tape

Today, instead of holding snapshots in family albums, "Scotch" Cellulose Tape is sealing together sections of aerial photographs to guide our bombers.

In fact, wherever American soldiers fight, wherever American production lines roll, you'll find a wide variety of "Scotch" Brand Tapes—sealing, holding, identifying, masking, insulating. We know you'll remember this when you miss the handy "Scotch" Tapes that used to do so many jobs so well.

When war ends, these "Scotch" Tapes will all be back again . . . back to hold snapshots, seal packages, mend torn papers, and do a hundred and one other tasks in home, office, store, and factory.



Look for the "Scotch" brand—it identifies the maker and assures you of quality.

SCOTCH
BRAND
Cellulose **TAPE**

One of the more than 100 varieties of adhesive tapes made in U. S. A. under the trademark "SCOTCH," by MINNESOTA MINING & MFG. CO., SAINT PAUL, MINN.

★

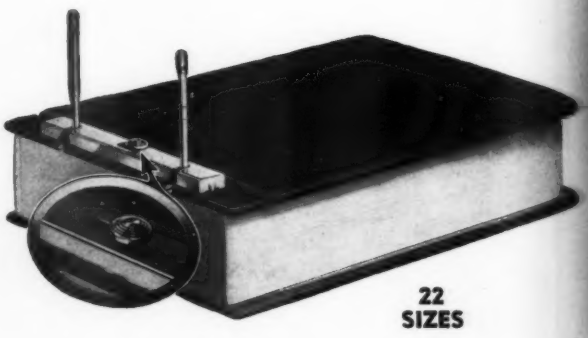
FAULTLESS
REG. U.S. PAT. OFF.

EXCELLO

THE SLOTTED LOCK BINDER ...WITH THE DISTINCTIVE SAFETY CATCH...

ideal for

DAILY TIME SHEETS
PAY ROLL RECORDS
SHIPPING RECORDS
INVOICE COPIES
ORDER BLANKS
ETC.



22 SIZES

STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

★

Stamps That Have Made Their Mark

Two marking devices that, for sheer dependability and value, are unsurpassed.

Mark these on your "must" list.

CROWN NUMBERERS

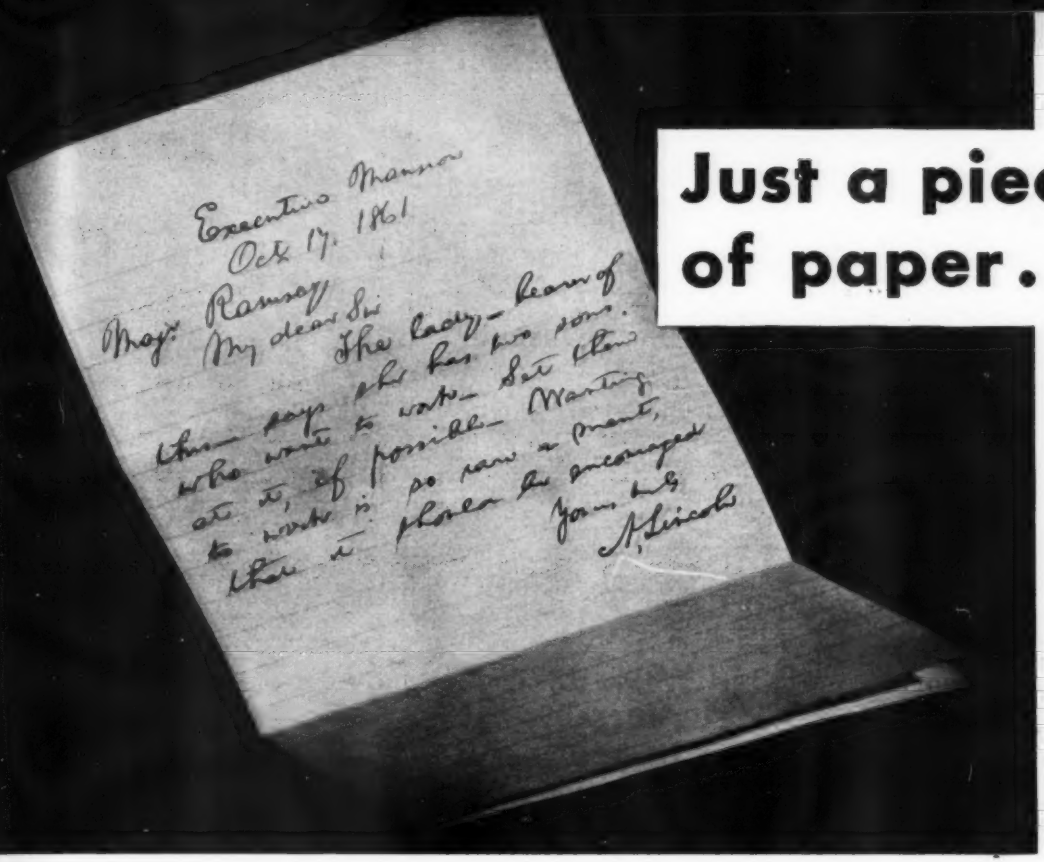
Strongly constructed, Crown Numberers and Markers are good for the long pull. With clear numbers in various sizes.

DEFIANCE DATERS

Defiance Daters defy usage to wear them out. Interchangeable die plates permit varied uses.

At Your **STATIONERS**

Buy War Bonds



Just a piece of paper...

but the signature makes it valuable

THE PAPER that we use for DAWN carbon is "tops" in carbon paper quality but it is the name that makes it really valuable. The name DAWN on a carbon sheet signifies the best of everything — materials, workmanship, research.

That's why DAWN is the peer of carbons . . . why it's in a class all by itself when it comes to quality . . . why it has no equal for saving time, waste and money.

DAWN is the carbon that will not *Curl*

Dawn gives you FLEXIBILITY—PERMANENT CLEAR COPIES—EASY HANDLING—CLEAN ERASURES—SHARP IMPRESSIONS

Old Town makes outstanding inked ribbons and carbon papers for every conceivable use.

Old Town

RIBBON & CARBON CO. INC.

Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN 17 NEW YORK, N. Y.

SAN FRANCISCO · LOS ANGELES · BOSTON · PHILADELPHIA · WASHINGTON · PITTSBURGH · KANSAS CITY · ST. PAUL
ST. LOUIS · BUFFALO · DETROIT

TOPS in *Beauty and Performance*

Tiffany

Thin Lead Colored Pencils

★

Skytint

Thin-Lead Crayon Pencils ARE OUTSTANDING!

Try them and be convinced

★

Samples Sent Upon Request

NATIONAL PENCIL COMPANY

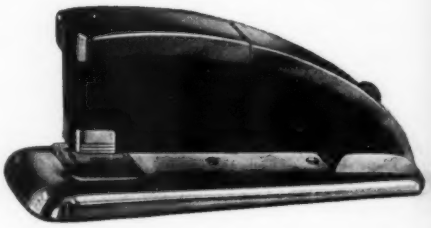
SHELBYVILLE, TENN.

New York Office—220 Fifth Ave.

Hotchkiss

PIONEERS

IN ALL THAT'S BEST IN *Stapling*



This slogan typifies Hotchkiss's position in the stapling industry. Founded nearly half a century ago, Hotchkiss has been in the forefront of every revolutionary development in the art of fastening things with staples.

Hotchkiss pioneered in chisel pointed staples which penetrate easier. Hotchkiss pioneered in the temporary clinch—the only clinch on a commercial desk stapler which permits papers to be unstapled without tools and broken fingernails. Hotchkiss pioneered in the new Palmfit streamlined design, exemplified in the model 101A illustrated here.

Hotchkiss pioneered in fast front loading also a feature of the Model 101A.

These superior features are some of the reasons why the Hotchkiss output is devoted 100 per cent to war uses.

Hotchkiss Products are distributed by leading Stationers everywhere—

THE HOTCHKISS SALES CO.

Department W

NORWALK, CONN. U. S. A.

Fastest Selling, Most Popular Line of Air Mail Stationery

Specify Sky-Rite Air Mail Stationery for both foreign and domestic letters—it has a lightness that cuts postage costs to minimum—a letter of many pages goes for the single postal rate.

Sky-Rite is strong, brilliant white, opaque, crackly!

Your lithographer, printer or engraver finds it adaptable for attractive letterheads.

Sky-Rite takes typewriting with the same clarity as heavy papers. Made TO FLY by Pioneers in Air Mail Stationery—Sky-Rite appeals in its distinctive appearance and distinctive economy.

Sky-Rite the Nationally Advertised Air Mail Stationery

Write New York Office for Catalog B5

AGENCY PAPER CO.
74 Varick Street, New York 13, N. Y.

Factories, New York and Chicago

Listen Boss! DON'T BLAME ME....

IF MY LETTERS ARE SMUDGED AND BLURRY—

GET ME **OLD DUTCH CARBONS AND RIBBONS**

"How do you expect me to type clean, sharp letters? Look at the typewriter ribbons you buy. No more body than tissue paper. Get me Old Dutch Ribbons—then you'll really see something! I used them on my last job—and my letters were always perfect. Same goes for Old Dutch Carbon Papers."

Uniformly good impressions — sharp, clear, legible—are an assured result with "Old Dutch Line" products. A result made possible by a 43-year tradition of unvarying high quality standards.

ASK YOUR OLD DUTCH CUSTOMER ENGINEER

WATERS & WATERS BRANCH
511 LOCUST ST., ST. LOUIS

Burlington, N. J. San Francisco, Calif.

CLEANS HANDS INSTANTLY!

Autocopy
CLEANSING CREAM

Removes Hectograph, Mimeo and other Duplicating Ink stains, oil, grease, etc.

6 oz. tubes
½ lb. cans
1 lb. cans
5 lb. cans

Quick, effective, pleasant—enjoys enthusiastic approval of copy machine operators. They like its thorough, yet gentle action, its pleasant scent and the way it keeps hands soft and smooth without disturbing nail polish. It has been tested, approved and adopted for use by many large firms including Bethlehem Steel, Timken, R. C. A., Inland Steel, Crane Co. and Ryerson.

TRIAL ORDER

Send your order for 12 tubes today! Price list and quantity discounts will be enclosed.

Autocopy
DUPLICATOR FLUID

FOR ALL DIRECT PROCESS LIQUID DUPLICATORS

- ***Brighter Copies***
- ***Longer Runs***
- ***Practically Odorless***
- ***Non-injurious to Machines***
- ***Dries Instantly—No Offset to Other Copies***

In gallon jugs or 54 gallon drums

ORDER TODAY

Autocopy, Inc.
462 West Superior Street
CHICAGO 10, ILLINOIS

FOR IMMEDIATE DELIVERY

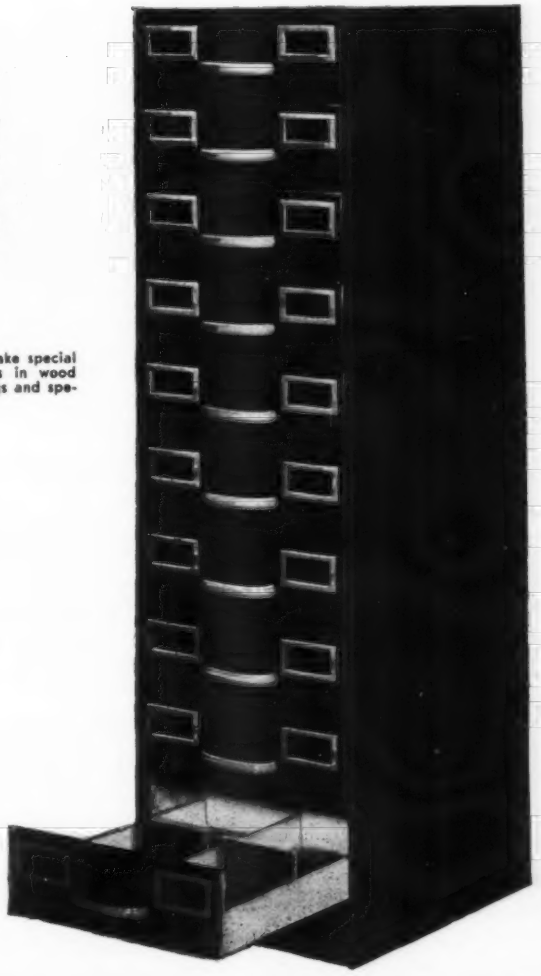
NEW ENGLAND FILING EQUIPMENT IN WOOD

FILING CABINETS
2, 3, 4 and 5 drawers, Letter and Legal sizes • with or without lock • easy sliding full drawer suspension • olive green or walnut finish.

We are equipped to make special equipment of all types in wood from architects' drawings and specifications.

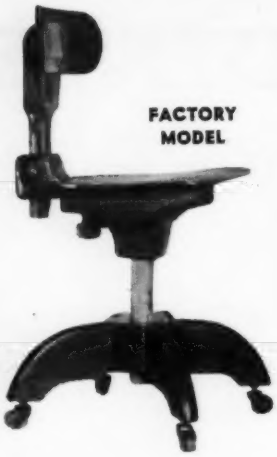
Cabinet making is our business—before the war—now and after the war. All our furniture is made right here in our own shops under our own control by cabinet makers who have made custom built furniture for years and years. We use the same fine cabinet making standards for our present line of filing equipment. We have these items ready to ship to you. Write for our catalog.

NEW ENGLAND WOODWORKING COMPANY
512 EAST 137th STREET • NEW YORK, N. Y.



MULTIPLE DRAWER CABINETS
Full suspension drawer action. 28"D x 52"H. 6, 7, 8 and 10 drawer units for 9 x 6, 8 x 5, 6 x 4, 5 x 3 cards respectively.

PLAN
for tomorrow
TODAY


FACTORY MODEL

STENOGRAPHIC MODEL

HI-MODEL

EXECUTIVE MODEL

FACTORY HI-MODEL

OTHER MODELS AVAILABLE

The Satisfied User Tomorrow Will Be the Cramer User of Today

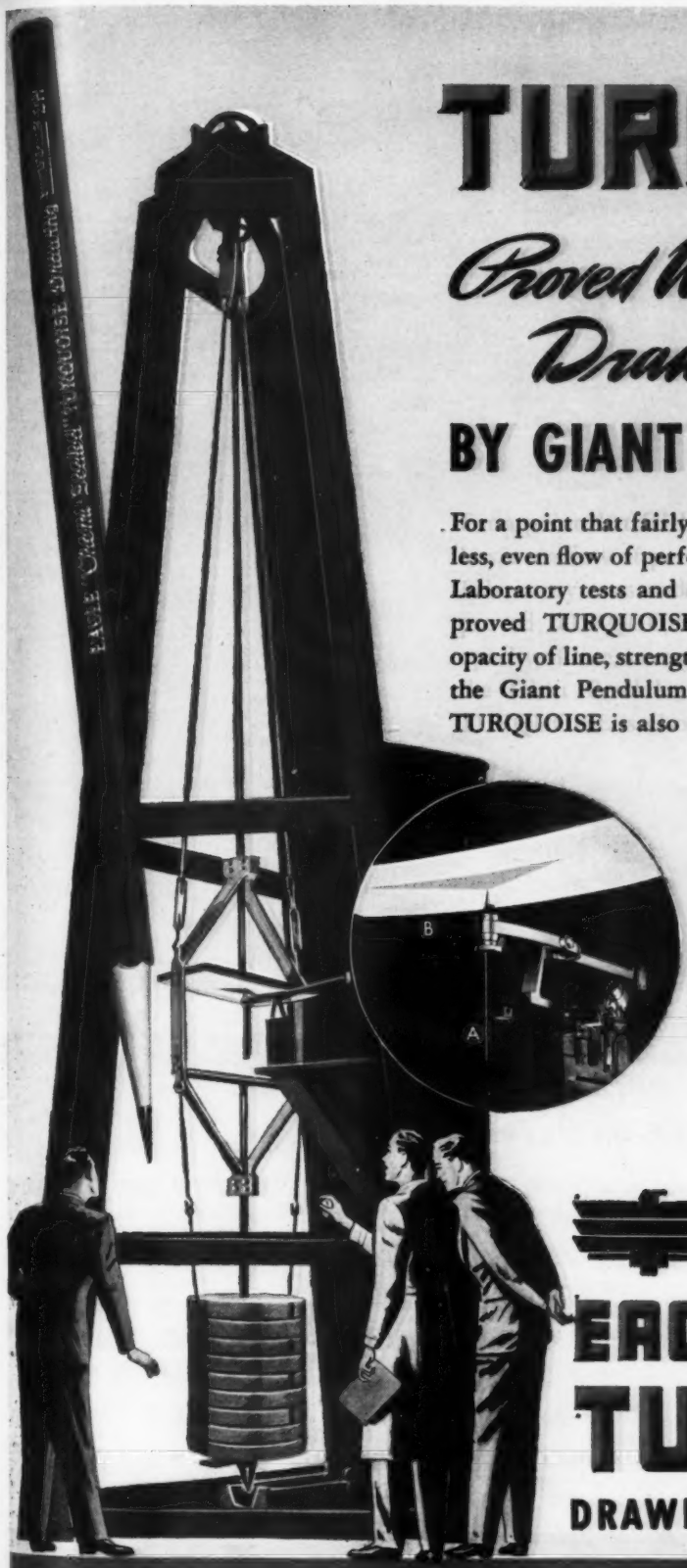
★

Write Today for Descriptive Literature and Prices

★

CRAMER POSTURE CHAIR CO.

1205 CHARLOTTE ST. • KANSAS CITY 6, MO.



TURQUOISE

Proved World's Smoothest Drawing Pencil

BY GIANT PENDULUM TEST

For a point that fairly glides across the paper . . . for a gritless, even flow of perfect line . . . try an Eagle TURQUOISE. Laboratory tests and drafting room results have long since proved TURQUOISE unrivalled for accuracy of grade, opacity of line, strength of point and durability of lead. Now the Giant Pendulum Test, described below, proves that TURQUOISE is also the world's *smoothest* drawing pencil.

This gigantic pendulum, with its 540-pound bob swinging freely, makes 49,920 oscillations from a single impulse before coming to rest. When the point of a pencil (A) presses against a sheet of paper (B) on a platen attached to the pendulum shaft, its friction reduces the oscillations to a number that measures the relative smoothness of that point. The smoother the pencil, the longer the pendulum swings; and the extra smoothness of TURQUOISE is accurately registered by the extra oscillations.

YOU CAN TEST TURQUOISE, TOO. We can't ship the pendulum, but we can send a pencil; and TURQUOISE smoothness is so outstanding you can *feel* it by hand. Write for a test sample, naming this magazine, your dealer and the grade you desire.

EAGLE *"Chemi-Sealed"* (SUPER BONDED)

TURQUOISE

DRAWING PENCILS and LEADS

*REG. U. S. PAT. OFF.

EAGLE PENCIL COMPANY, 703 EAST 13th STREET, NEW YORK

EAGLE PENCIL COMPANY OF CANADA, LTD., TORONTO

SPEED WILL COUNT MORE THAN EVER

in satisfying post-war demands for office supplies

SPEED has served well in wartime duties . . . Additional thousands of executives and office workers now have first-hand knowledge of the superior merits of SPEED PRODUCTS . . . . The SPEED way will always be their choice . . . . . In the post-war world — as at present — SPEED WILL BE THE ORDER OF THE DAY!

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD • LONG ISLAND CITY 1 • N. Y.

SAFE! for Fountain Pens and Steel Pens!

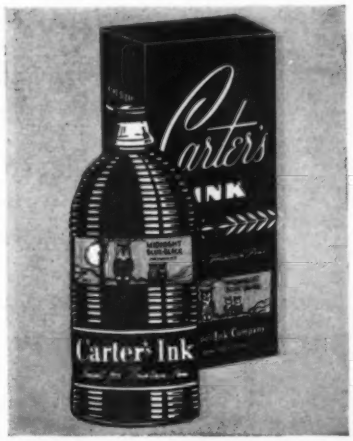
CARTER'S Fountain Pen Ink is *non-corrosive*—gentle as a kitten to a fountain pen. Laboratory tests prove it the *safest ink* for fountain pens or steel pens.

Carter's *dries fast*—just a few words behind the pen. *Smooth flowing* too, from the moment the pen touches the paper.

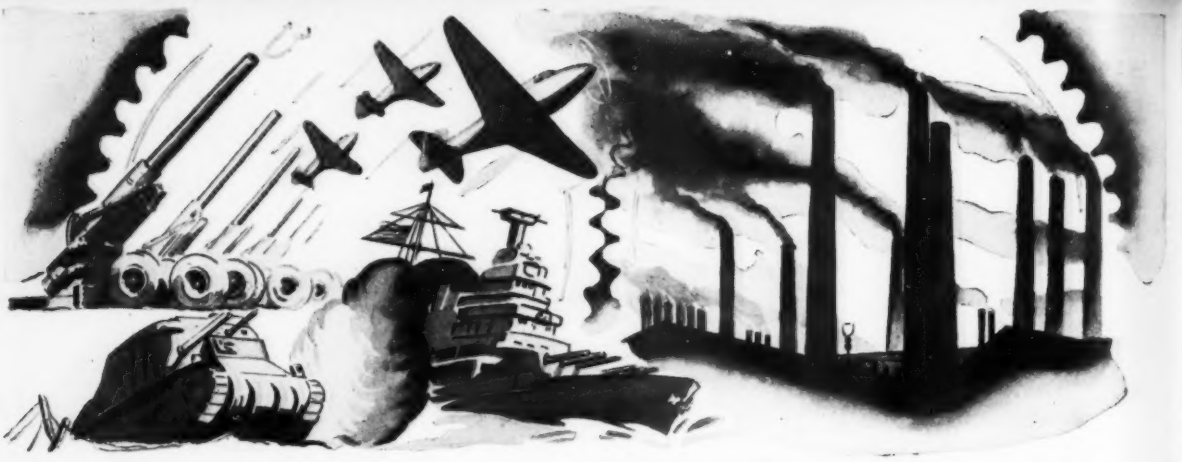
Remember Carter's kittens when you buy ink. Ask for Carter's—the ink that's set the pace for 86 years.

CARTER'S INK

The Carter's Ink Company, Boston, Massachusetts



Carter's permanent inks are available in gallons, quarts, pints, and 25¢ and 15¢ desk bottles.



War-Geared To The Finish

WITH

GF FILING SUPPLIES

Since no winner can ever let down until the goal is reached . . . so no office can afford to handicap efficient operation with old or inadequate filing supplies.

With GF production converted to the manufacture of war materiel . . . with more than 800 former GF employees in the U.S. Armed Forces . . . with the Army-Navy "E" flag proudly attesting the patriotic labor of our workmen . . . with full participation of employees in purchases of War Bonds and other community efforts . . . GF serves the nation and its business offices.

The Annual Conference of the National Office Management Association will be held at Hotel New Yorker on June 5, 6 and 7 . . . a very worthwhile meeting.

Our company and our dealers are proud to supply to the offices of a fighting America, the filing supplies which are so vital in quick and coordinated planning and functioning. In our complete line of Filing Supplies, GF dealers daily find opportunity to speed the whole objective of office indexing—the easy finding of vital records.

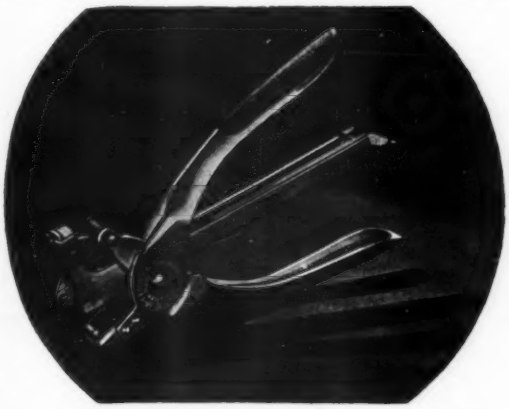
Guides, folders, cards, labels and all other material necessary for the filing and finding of business data are available. Our dealers continue to serve the business offices of the nation.

THE GENERAL FIREPROOFING COMPANY

YOUNGSTOWN 1, OHIO

MODEL J-30 STAPLING PLIER $3.85

Model J-30 is light in weight, yet rugged. Requires but little space and can be put into desk drawer or pocket when not in use. Indispensable for vertical filing or for attaching material to a permanent card. Uses DJ340 NEVA-CLOG Staples.



MODEL B-100 STAPLING PLIER $5.25

For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.

MODEL S-100 STAPLING PLIER $4.75

A rugged, powerful Stapling Machine with 4 to 1 leverage. Particularly designed for production work and hard usage but can be used for any stapling operation within its capacity. Clog-proof so that it will give constant production. Use NEVA-CLOG A-1000 or L-1000 Staples.

WE WISH that we could say to our friends indiscriminately: "Send in your orders, they will be shipped immediately", but we can't, not just yet. War production must and should come first, priority orders must and should receive first consideration.

Deliveries are still being delayed some, but we are catching up. We are reasonably optimistic for the near future and are soliciting orders carrying priority ratings —AA-1—AA-5.

Now is the time for you to re-appraise your customers. All but the most unessential industries can extend to you AA-5 or better.

Remember—highest ratings come first. First in, first shipped.

New uses are being constantly discovered for .

NEVA-CLOG STAPLING PLIERS

"The machine of a thousand uses"

to

"Fasten things together"

★

NEVA-CLOG PRODUCTS, INC.
BRIDGEPORT, CONN.

*Another reason why Parker "MICRO-FILM BLACK" QUINK is ideal for every office use!

*Photographs perfectly!

"Microfilm negatives, positives, and enlargements are difficult to obtain unless the right ink is used. Laboratory tests and comparisons show that Parker 'Micro-Film Black' Quink meets the exacting requirements of microphotography . . . yields superior results!"

MICROSTAT CORPORATION
Ralph De Sola, Technical Director

Here are more facts about this remarkable new ink—read how it saves you time and money too!

Writes black—stays black! Brilliant, smooth-flowing, fast-drying—a permanent record ink that's ideal for all correspondence, records and checks.

Won't Fade! Even when subjected to hundreds of hours of blazing sunlight, records written with Micro-Film Black Quink stay clear and sharp.

Resists Water! Actual tests show that tons of water fail to wash out records written with Micro-Film Black Quink. Guards against water damage resulting from fires or floods.

Photographs Perfectly! Its clean, sharp strokes—devoid of feathering—reproduce clearly. Ideal for all photographic processes of keeping records.

Contains Solv-x! Exclusive ingredient that cleans pens as they write—ends clogging and gumming. Saves time and money for offices by stopping most pen troubles before they start.

If you haven't a stock of Parker "Micro-Film Black" Quink—order some today. You'll find this remarkable ink ideal for every purpose. Parker Pen Company, Janesville, Wisconsin, and Toronto, Canada.

Copr. 1944. The Parker Pen Company

PARKER Quink

the only ink containing SOLV-X

FREE! Attractive, 2-color booklet that shows-all, tells-all about "Micro-Film Black" Quink. Filled with facts, photographs, and testimonials . . . proof of Quink's superiority. Write The Parker Pen Company, Dept. "N", Janesville, Wisconsin . . . for your *free* copy today!

We'll make you up a sample transparent holder' free!

For
shop orders
inspection cards
blue prints
instruction sheets
route cards
job tickets
travelers, etc.

Durable stitched leatherette edging on four sides.

Cellulose sealed on three edges.

See our catalog for book, magazine and menu covers, document holders and pocket cases made from reclaimed cellulose acetate of high transparency.

Our three most popular V.P.D. heavy duty folders are the designs illustrated. They differ in edging only. The strong heavy gauge cellulose acetate used is the same in all three. It is durable, has long life and high transparency. For post war ring books, we will make light weight sheet protectors of first quality only. We are pioneers . . . we make all types and sizes . . . use our vast experience.

JOSHUA MEIER CO. 36 East 18 Street, New York 3, N. Y.

Speed up that detail with these new SLIDE RULES

1452D

No. 1452D: Ten inch Celluloid Face bevel edge slide rule. Inches and Metric rules on bevel edges. List Price $3.50

No. 1446D: Ten inch Painted Face vertical edge slide rule. Inches and Metric rules on vertical edges. List Price.....$1.50

No. 1444D: Five inch Celluloid Face Pocket slide rule with convenient additional reference charts. List Price.....$2.25

Note: These "emergency" slide rules have Scales A, B, C1, C, D and K on front. On reverse: Scales S, L and T. Leatherette cases and instruction manuals included.

POST

JUST PHONE OUR NEAREST NUMBER

Atlanta	JACK. 2121	Los Angeles	TRI. 8164
Birmingham	3-8183	Memphis	8-6796
Boston	LIBERTY 4690	Milwaukee	MARQ. 7246
Buffalo	CLEVE. 0370	New Orleans	RAY. 0331
Chicago	KEY. 7000	New York	WIS. 7-7678
Cincinnati	MAIN 2664	Oklahoma City	3-6306
Cleveland	CHE. 7347	Omaha	ATLANTIC 7890
Columbus	MAIN 3420	Philadelphia	LOM. 7044
Dallas	RIVERSIDE 4403	Pittsburgh	ATL. 3350
Dayton	ADAMS 9174	Portland	ATWATER 8681
Denver	MAIN 5161	St. Louis	CHESTNUT 0688
Detroit	RAN. 8483	Salt Lake City	4-7823
Ft. Wayne	ANT'Y 4142	San Diego	FRANKLIN 1344
Fort Worth	3-3244	San Francisco	DOU. 5975
Hollywd	GRANITE 4188	Seattle	MAIN 4022
Houston	CAPITOL 1233	Tampa	M-8377
Indianapolis	MKT. 4466	Toledo	ADAMS 7224
Jacksonville	5-2166	Tulsa	3-0168
Kans. City	VICTR 7881	Washington	NATL. 4063
Knoxville	3-4944	Wichita	2-2722

or mail or phone to our Chicago office.

Main Office: Chicago
Branches: Detroit · Houston
Los Angeles · Milwaukee

POST

CHICAGO

The Frederick Post Company

P. O. BOX 803 KEYSTONE 7000

When rationing is forgotten...

...you'll still remember

Waterman's Played No "Favorites"

Today your distributor's selection of Waterman's Pens and Pencils is definitely limited—for all pen production has been reduced to conserve vital materials. But some day he'll have them again—in all styles and prices. And when that happy day arrives, we hope you'll remember:

From the day pen rationing began, Waterman's divided its limited civilian production fairly and squarely among all Waterman's dealers and distributors. Size made no difference. In every case, the merchandise alloted to him was based on the same factor—on the number of Waterman's he bought before production was restricted. In other words, Waterman's played no favorites.

How does this affect you — the purchaser? While rationing is still in effect, it safeguards your opportunity to secure Waterman's, when Waterman's are at all available. After pen rationing ends, it's a good indication of the loyalty and support we will continue to give your distributor—so he can serve you better.

L. E. Waterman Co.
344 Hudson St., New York 13, N. Y.

WATERMAN'S INKS are available in gallons, quarts, pints and in the handy individual Tip-Fill Bottle. Made to the high standards that have made Waterman's inks world famous for more than 50 years. In 8 colors—including PERMANENT BLACK, the finest of all for lasting office records. Ask your distributor for prices.

Waterman's

"THE ONLY PEN WITH THE INKQUADUCT"

BOORUM & PEASE OFFERS YOU immediate delivery on RING BOOKS!

All Popular Sizes

In spite of the many problems brought about by the War, BOORUM & PEASE is extremely fortunate in being able to make these high quality RING BOOKS available to you with IMMEDIATE DELIVERY.

THE SMART STATIONER anticipates the needs of his customers, and always has on hand, the best in products to reaffirm the faith of old customers, and to create a popular market for new customers. BOORUM & PEASE products carry the mark of traditional, fine-quality — known to American business for over a CENTURY!

SEND YOUR ORDER DIRECT OR PLACE WITH ONE OF OUR SALESMEN TODAY

FOR EVERY RECORD

B&P Boorum & Pease

A WAY TO KEEP IT!

GENERAL OFFICES: 84 HUDSON AVE., BROOKLYN, N. Y.
BOSTON: 29 OTIS ST. • *ST. LOUIS*: 115 SO. 8TH ST. • *CHICAGO*: 538 S. WELLS ST.
NEW YORK CITY SALESROOM: 349 BROADWAY, N. Y.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

APRIL, 1944

Volume 5 No. 4

EDITORIAL OFFICES: 260 Fifth Avenue, New York City, (Tel. LEXington 2-1121); Thomas Murphy, Editor; Lucy MacKenzie, Associate Editor; M. T. Weeks, Circulation Manager; James V. Quirk, Production Manager; Joseph Hochfeld, Art Director. ADVERTISING: Hugh Ward, Manager; Fred Steinhilber, Wm. H. Hasbrouck, Jr., Raymond Kormas.

BOSTON 10: 212 Summer St., Room 600 (Hancock 5390), A. C. Kretschmar.

CHICAGO 2: 189 W. Madison St. (State 2912), John M. Smythe, Philip J. Hackett.

LOS ANGELES 14: 867 S. San Pedro (Trinity 2324), Josephine L. Fisher.

SAN FRANCISCO 16: 267 Teresita Blvd. (Elkridge 2897), Alexander Rattray.

ST. LOUIS 1: 915 Olive Street (Chestnut 1965), James R. Wright.

Copyright 1944 by Andrew Geyer, Inc., all rights reserved. Also publisher of Geyer's Topics, Who Makes It & Where, The Gift & Art Buyer, Sports Age.

INFORMATION FOR SUBSCRIBERS: Subscription $2.00 a year (two years $3) in United States and its possessions, Canada, Mexico, Cuba. Other countries $1.00 extra yearly. Single copies are 25 cents. Each paid up subscription includes a free copy of Who Makes It & Where, the recognized trade directory of the office equipment and stationery industry.

Published monthly by
ANDREW GEYER, INC.
Established 1877
260 FIFTH AVENUE, NEW YORK 1

M. A. Geyer, President; James E. Neary, First Vice-President; Donald McAllister, Second Vice-President; T. V. Murphy, Editor, and Hugh Ward, Advertising Manager.

War Metals for Peace

★ THE DAY DRAWS CLOSE when civilian users can begin to enjoy the results of the great technical advances made in production during our years of research and manufacture in the interests of war.

Many of these improvements and innovations in methods and materials are now embodied in the products turned out in vast quantity for the fighting forces in the factories of the office equipment industry, and when conversion to peace-time manufacture comes, will enter into regular lines.

The progress made in this country during the past few years in developing new uses for metals is certain to be strikingly reflected in office equipment after the war. Just recently the Truman Committee made a special plea that plans be worked out now to demonstrate the advantages of magnesium, one of war's most valuable metals, in the uses of peace. Typewriters and business machines were among the manufactured items which the committee listed as products in which magnesium can profitably be employed.

Magnesium is the lightest of metals available for commercial use, being a third lighter than aluminum, and is in addition the third most abundant industrial metal. It can be produced at very low cost.

BUSINESS REPLY
VICTORY LABEL

POSTAGE WILL BE PAID BY

No Postage Stamp Necessary If Mailed in the United States

FIRST CLASS PERMIT NO. [illegible] SEC. [illegible] P.L. & R. NEW YORK

ANDREW GEYER, INC., Publishers
260 FIFTH AVENUE
NEW YORK

Cut out along dotted line, paste on envelope near lower right corner.

A Time Saver for Busy Executives

THIS PAGE WILL BRING YOU ANY INFORMATION YOU NEED

To get without obligation from manufacturers and other suppliers further particulars regarding any merchandise or service mentioned in this issue, whether in advertisements or news items—

1. Check the advertisements or news items in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

ADVERTISEMENTS IN THIS ISSUE

Check advertisements regarding which you wish more information.

	Page
—Acco Products, Inc.	57
—Acme Bulletin & Director Board	66
—Adirondack Chair Co.	66
—Agency Paper Co.	21
—Aigner Co., G. J.	53
—Amberg File & Index Co.	60
—American Dictating Machine Co., Inc.	56
—Autocopy, Inc.	22
—Barkley & Co., C. L.	54
—Beach Publishing Co.	64
—Boorum & Pease	34
—Brown & Bro., Arthur	63
—Burroughs Adding Machine Co.	53
—Cardinell Corporation	61
—Carter's Ink Co.	27
—Cel-U-Dex Corp.	62
—Codo Mfg. Corp.	8
—Columbia Ribbon & Carbon Mfg. Co., Inc.	3
—Cook Co., H. C.	62
—Corry-Jamestown Mfg. Co.	6
—Cram Co., Inc., George F.	66
—Cramer Posture Chair Co.	24
—Curry, Inc., Samuel F.	64
—Cushman & Denison Mfg. Co.	58
—Daco Card & Index Co.	64
—Dawn Mfg. Co.	66
—Dennison Mfg. Co.	48
—Dixon Crucible Co., Jos.	16, 57
—Doppelt & Co., Chas.	16
—Eagle Pencil Co.	25
—Engel Art Corners Mfg. Co.	66
—Esterbrook Pen Co.	51
—Eureka Specialty Printing Co.	8
—Faber Pencil Co., Eberhardt	15
—Feldco Loose Leaf Co.	59
—Fulton Specialty Co.	62
—General Fireproofing Co.	28
—General Pencil Co.	53
—Globe-Wernicke Co.	49
—Graff Co., George B.	60
—Hall-Welter Co.	66
—Hano Paper Co.	60
—Heyer Corp., The	4th Cover
—Hollywood Athletic Co.	53
—Hotchkiss Sales Co.	20
—Hunt Pen Co., C. Howard	10
—Hyman & Sons, L.	59
—Industrial Tape Corp.	13
—Inkograph Co., Inc.	61
—International Bronze Tablet Co.	65
—Koh-I-Noor Pencil Co., Inc.	59
—Layton Mfg. Co.	66
—Lee's Specialty Co.	63
—Mastercraft Corp.	2nd Cover
—May Co., J. L.	61
—Meier, Joshua, Inc.	31
—Melind Co., Louis, Inc.	4
—Metalstand Co.	62
—Minnesota Mining & Mfg. Co.	17
—Mittag & Volger, Inc.	7
—Moore Push-Pin Co.	64
—National Merchandising Co.	64
—National Pencil Co.	20
—National Postal Meter Co.	50
—Neva-Clog Products Co., Inc.	29
—New England Woodworking Co.	23
—Old Town Ribbon & Carbon Mfg. Co.	19
—Parker Pen Co.	30
—Post Co., Frederick	32
—Quality Park Envelope Co.	11
—Red Feather Prod., Ltd.	5
—Regalia Mfg. Co.	60
—Red Cross	63
—Rite-Line Sales Co., Inc.	56
—Rite-Rite Mfg. Co.	64
—Rockwell-Barnes Co.	66
—Roos Co.	12
—Schlegel Mfg. Co.	61
—Schollhorn Co., William	65
—Scripto Mfg. Co.	55
—Select Paper & Tablet Corp.	64
—Sengbusch Self-Closing Inkstand Co.	12
—Sheaffer Pen Co., W. A.	47
—Sheppard Co., C. E.	55
—Speed Products Co.	26
—Staedtler, Inc., J. S.	46, 48
—Stationer's Loose Leaf Co.	18
—Stewart & Co., Inc., R. A.	19
—Technygraph, The	56
—U. S. Bronze Sign Co., Inc.	64
—Universal Office Equipment Co., Inc.	66
—Universal Pad & Tablet Co.	65
—Victor Adding Machine Co.	14
—Victor Safe & Equipment Co.	10
—Vogel-Peterson Co., Inc.	63
—Wabash Filing Supplies Co.	51
—War Bond	9
—Waterman Co., L. E.	33
—Waters & Waters	22
—Write, Inc.	59
—Yawman & Erbe Mfg. Co.	3d Cover

NEW SUPPLY AND EQUIPMENT ITEMS IN THIS ISSUE

Check items regarding which you wish more information.

—Air Purifier	45
—New Writing Paper	45
—Visible Record System	45
—Master Duplicating Set	45

YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

The varied needs of Sperry offices for furniture and equipment can be met promptly and efficiently through operation of system described herewith

How Sperry Gyroscope Co. Controls Its Office Equipment

By Lucy MacKenzie

★ WHEN the rapid expansion of the Sperry Gyroscope Co., Inc., in connection with the nation's war program got under way, certain problems were presented with respect to the procurement and use of office furniture and office equipment. The problems were all the more serious because the expansion took place in several separated plants.

Early in 1941, the necessity for standardization of interchangeable equipment was realized, and the position of Standard Equipment Engineer was created. This executive prepared a Standard Equipment Manual, giving complete details on all items of equipment, specifying dimensions, finishes, and sources of supply. The Purchasing Department kept current quotations of purchase prices for all items listed in the Standard Equipment Manual. All plants were divided into budget units, which requisitioned items by issuing expenditure authorization for any equipment required, supplying the number of the item in the Standard Equipment Manual.

This system worked very well, except that each budget unit, interested in its own requirements and unaware of possible surpluses elsewhere, might purchase equipment which was surplus in some other budget unit.

In order to insure that all equipment was being utilized, a requisition form was substituted for the authorization form. Under this arrangement each budget unit requisitions the items required from the Plant Facilities Supervisor. He in turn investigates the need for the equipment and the availability of space for it. If he is unable to fill the requisition from surplus in his plant, he checks with the other Plant Facilities Supervisors

and transfers equipment if available. If none is available, he issues the necessary capital authorizations, and the equipment is purchased.

Each Facilities Supervisor maintains record drawings showing floor plans of space in his plant. These plans also show the outline of all equipment and the inventory number of the equipment. In addition, a card file is maintained by type of equipment, showing location by department.

G. T. MONKS
Facilities Supervisor for Marine Division at Sperry

According to G. T. Monks, Facilities Supervisor for the Marine Division, the system begins to function just as soon as a new piece of furniture or equipment is purchased. The desk, chair, typewriter, filing cabinet, or whatever it may be, receives a number which is attached to the item on a metal strip and is also burned into the wood where the article is of wood. This coded number serves as a permanent identification. A quick glance tells for which Sperry plant the piece of equipment was purchased and a check-up on the number in the card file will reveal each move which the piece has made since the date of its purchase. This card file and system it represents are identical for each plant of the company.

For fire insurance and tax purposes, a plant ledger is maintained, which gives location by building, the purchase price, and the amortized value.

The movement of all office equipment is recorded by the issuance of transfers by the various Facilities Supervisors. This transfer in reality is a bill of lading. Copies of these forms serve as instructions to the Plant Engineer to move the equipment and as notification to the Fixed Assets Section to alter its records to record the new location of the equipment.

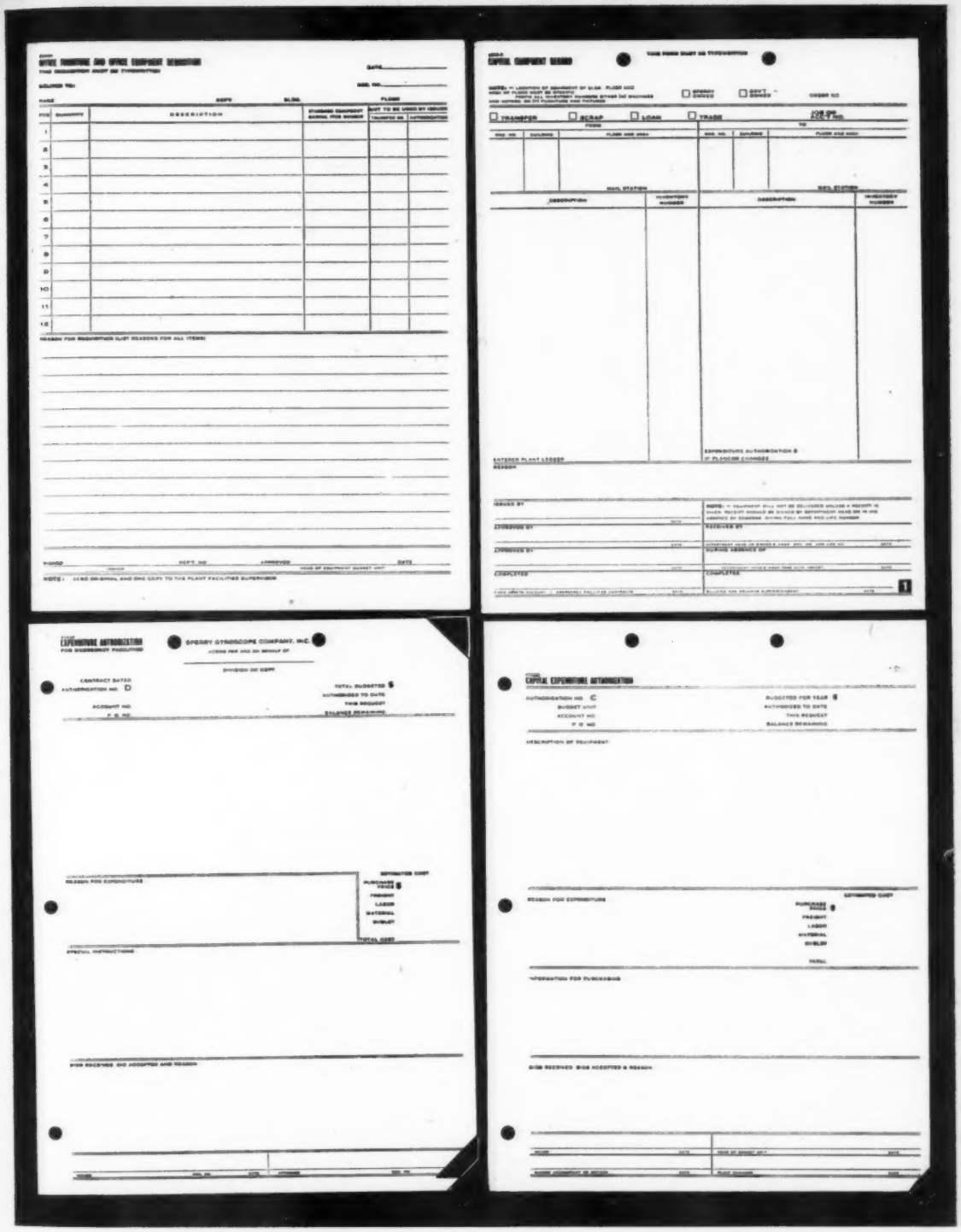
Iron and Steel for visible reference panels

★ IRON AND STEEL may now be used to produce metal visible reference panels for general office and industrial use to the extent of 40 per cent of the amount consumed for the same purpose in the year ended June 30th, 1941, according to the War Production Board. This is in addition to any iron or steel that may be used to fill military orders.

"Metal visible reference panels are compact panels attached to upright stands," WPB's definition reads. "They are used for ready reference to personnel records, telephone listings, and similar lists that are constantly revised."

Production at the permitted rate is expected to total about 400,000 reference panels a year. The total for the base year was approximately 1,200,000. Before this action use of iron and steel for visible reference panels for non-military use had been prohibited.

No new steel other than flat rolled sheets or strip less than 12 inches wide may be used.

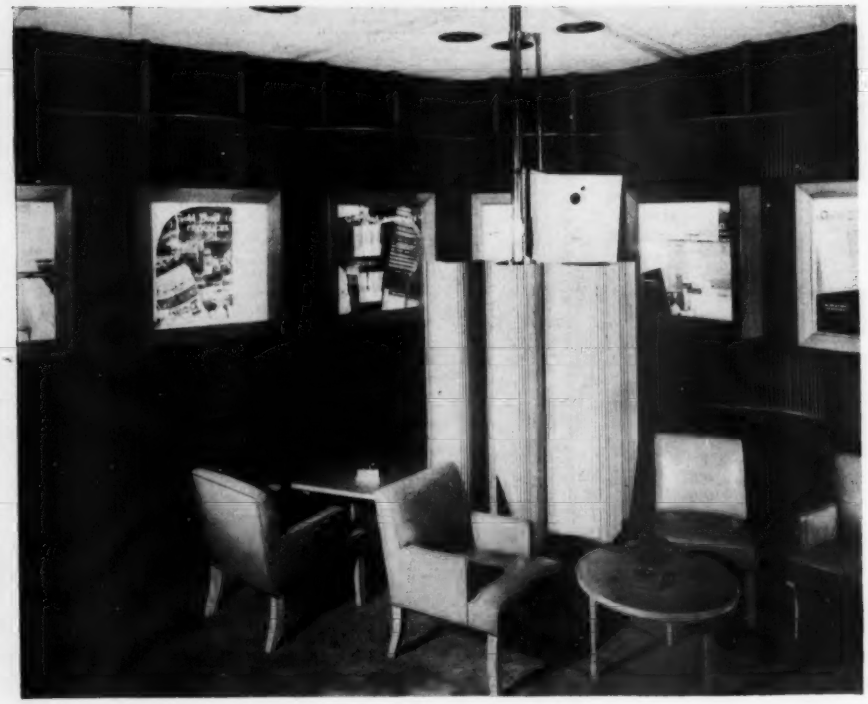


FORMS USED IN CONTROL OF OFFICE FURNITURE AND EQUIPMENT AT SPERRY GYROSCOPE CO., INC.

Copies of the forms covering the requisition, transfer, and procurement of office furniture and equipment at Sperry plants.

Top Left: Office Furniture and Office Equipment Requisition;
Top Right: Capital Equipment Record;
Bottom Left: Expenditure Authorization;
Bottom Right: Capital Expenditure Authorization.

What Are You Going to Do With That Office Lobby?



★

Section of room designed by Don E. Hatch for offices of National Gypsum Co., Buffalo, N. Y., shows furniture grouping in center where visitors can rest or watch slide film describing company's operations. At back are some of the eight "picture displays" showing National's contribution to eight basic industries.

★

Many industrial plants and offices, confronted with the need for quickly constructing partitions for additional offices and corridors, find an answer to their partitions problem in a demountable, prefabricated glass block and wood strip partition developed by the Insulux Division of the Owens-Illinois Glass Co., Toledo, Ohio. Believed to be one of the most quickly erected demountable partitions yet developed, the system consists of regular Insulux glass blocks held rigidly in place by means of three simple prefabricated wood members.

★

Photomurals offer many opportunities for personalizing an office lobby. The outdoor scene in this office at right is a photomural produced by Kaufmann Fabry Co., Chicago.

Immediately adjoining the reception room of Ziff-Davis Publishing Co., Chicago, this semi-private conference nook was built in, where staff members can meet visitors without danger of being interrupted or disturbing the normal office routine. The furniture here is of maroon leather and bleached walnut.

★

A mural map by Joseph Hochfeld, in pale dusty green and ochre, dresses up this lobby in a suite of offices designed by Henry Kruger for the World Publishing Co., Radio City, New York. The interior is done in blond wood, with pale apple-green walls. The rug is a medium tone green.

According to Washington

The latest developments of interest

If you seek MRO quota increases . . .

★ INFORMATION which should be given by persons applying for increases in their maintenance, repair, and operating supply (MRO) quotas under CMP Regulation No. 5, is now set forth in Direction No. 18 to that regulation.

Items of information which should be given, according to WPB, are:

1. Name of product(s) manufactured or description of services rendered;
2. Show what quarterly quota you were authorized under paragraph (f) in 1943. (If operating on a seasonal basis, show for each quarter of 1943.) If you received a special authorization for any quarter, show that for each such quarter in addition to the "base" quota;
3. Statement of total dollar value of deliveries of your product in 1942, and first and subsequent quarters of 1943, by quarters. Show deliveries for each quarter by principal Claimant Agencies;
4. Statement of total amount of MRO requested to be authorized per quarter. This should include the base quota already permitted by paragraph (f), (1), (2), or (3) plus the increase requested;
5. Statement of total amount expended during 1943 for minor capital additions under paragraph (b) (3) of the regulation;
6. Statement of deliveries of your product scheduled for quarters for which MRO increase is requested; and
7. Any additional information which may be pertinent to proper evaluation of the application.

If any of the above questions do not apply to a specific business, information which is comparable to that requested should be set forth in the applicant's letter. All such applications should be filed with the War Production Board, Washington 25, D. C., Reference: CMP Regulation No. 5.

Fountain pen, mechanical pencil quotas

★ INDIVIDUAL quarterly production and delivery quotas have been assigned to 44 manufacturers of fountain pens and 32 manufacturers of mechanical pencils in plants at designated locations, the War Production Board announces.

Separate quotas have been established for civilian orders and for special orders (including military). Production for civilian orders previously was limited to specified percentages of 1941 production. For special orders, manufacturers were assigned quarterly production quotas.

Total production under the new allocation schedule is expected to average approximately the same as under the former restrictions, but production will be more equitably distributed among the various manufacturers, and allocations will be in line with facilities and labor available in the plants.

The production and delivery quotas have been established on the basis of the manufacturers' ability to produce pens and pencils without aggravating the manpower shortage and without interfering with facilities now used for war work. Past production of the individual manufacturers has also been taken into consideration.

Previous restrictions on the use of zinc, iron, steel, and stainless steel have also been removed. This means that manufacturers may use carbon steel for any pen or pencil part, instead of only for fountain pen nibs and for the functional parts of fountain pens and mechanical pencils. They may also use stainless steel for pen nibs.

Previous restrictions on the use of copper and rubber remain unchanged. The use of tin, cadmium, and nickel for plating is still prohibited.

These provisions are established in Limitation Order L-227, as amended April 1st.

Post-War Standards in the Office

By I. A. Herrmann

Office Manager, Servel, Inc., Evansville, Ind.

Bill size letterheads can be used for a larger proportion of all letters dictated.

By Ewing Galloway

★ STANDARDS are essential for modern management. Some standards, however, become so fixed that it is almost impossible to change them even though they are outmoded.

Thirteen Month Calendar

For instance, our present annual calendar of twelve unequal months does not meet present business conditions. It is proposed that we accept the thirteen month calendar having four weeks or twenty-eight days to each month. Each week would start on Monday and end on Sunday. The dates within the week and days and weeks within the month are consistent. Monday would always be the first, eighth, fifteenth, or the twenty-second in each month. Thus, to know the date in the month, you also know the day of the week. The 365th day of the year, termed Ultra-Day, would be an extra day or holiday each year. The 366th day in leap year, called Leap-Day, would terminate with a nine-day week at the close of the year.

This calendar would facilitate equal comparative statistics because the first of each month, quarter, or year is also the first of the week. A week is seven days, a month is twenty-eight days or four weeks and the quarter is ninety-one days or thirteen weeks.

Twenty Hour Day

We have found our decimal system of currency to be the most practical means for calculating; therefore, why not use the decimal for our daily time. It is proposed to eliminate the A.M. and P.M. and substitute a twenty-hour day, having one hundred minutes to the hour and one hundred second to the minute. This would simplify timekeeping and payroll calculations considerably. (*Turn to next page*)

(*Continued from previous page*)

Dvorak Keyboard

Lt. Commander August Dvorak, designer of the Dvorak Simplified Typewriter Keyboard, has proved that our standard keyboard is out-of-date.

The present standard keyboard loads most of the work on the left hand and requires excessive use of the upper row of keys by the weaker fingers.

The simplified keyboard distributes the work so that the load is on the right or stronger hand, and the majority of key strokes are struck by the strongest fingers of both hands. The vowels are struck with the left hand, and the most frequently used consonants are struck with the right hand; therefore, few words need be typed with the same hand. This alternation balancing the share of work for both hands and all fingers facilitates rhythm and permits increased typing speed.

I have presented the standards of the calendar, daily time, and the typewriter keyboard to illustrate the tremendous task necessary to make changes of some fixed standards. Nevertheless, some day these will be changed to fit modern business conditions. The office managers can play an important part in affecting these changes.

Bill Size Letterheads

There is another fixed standard which is costing business millions of dollars annually which can be changed with the cooperation of the office managers. When you return to your office, pull out a file drawer and analyze the typewritten area on a number of letters, and you will find the margins are excessive and at least 90% of the letters could have been written on a smaller size sheet of paper. Our standard letter size, 8½ x 11 inches, is causing us to be wasteful; therefore, I suggest that the office managers promote the use of a more economical size, 7 x 8½ inches (two-thirds letter size), commonly known as bill size. This waste also applies to record forms. Most forms are size 8½ x 11 inches because the sheet of paper available to the originator was that size.

Government example

A good example of the possibilities of savings on paper was recently effected by the government. Several millions of dollars were saved when they reduced the sheet size of the War Savings Bonds.

The standard government letter size, 8 x 10½ inches, reduces their paper cost considerably, but this size does not help industry because it does not cut any more economically from the ream sizes, 17 x 22 inches or 17 x 28 inches, than the 8½ x 11-inch size.

If it is possible to change the standard from the present letter size to the bill size, there will be a 33 1/3% savings all along the line. This is what can be accomplished:

1—The paper cost is reduced 1/3 by getting six sheets out of a ream instead of four.

2—There will also be 1/3 savings on second sheets and carbon paper.

3—Permits the use of smaller envelopes at reduced cost.

4—It lightens the mail load, reducing postage cost.

5—It saves on active filing space by getting 1/3 more matter in the same area.

6—It will save 1/3 of the space in the transfer file room.

7—It will reduce the cost of index guides and folders because of the smaller sheet size.

8—It will encourage shorter letters.

9—It will also promote the use of smaller size record forms.

10—It permits printing two up on duplicating machines, thereby cutting the cost in half for labor, machine time, stencils, and plates.

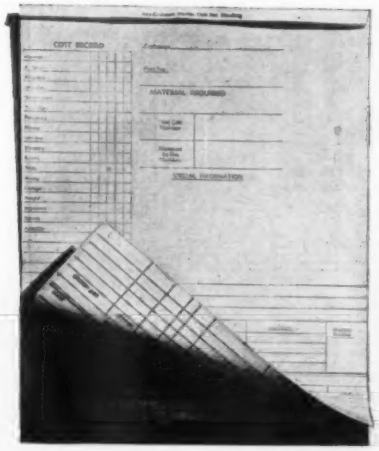
If we are really interested in savings, here is an idea which accomplishes results without sacrifice and will help relieve the present paper shortage.

NEWS IN PICTURES

ABOVE:
LATEST ADDITION to the extensive Acme line of visible record equipment is the Veri-Visible System. This system with large visible record capacity, provides for cards in sizes from 8 inches to 12 inches in height and any needed width. The unit occupies 2½ x 2½ feet of floor space and is finished in standard Acme olive green. Although it moves on ball-bearing swivel casters, a positive locking device holds the unit in place while in use. Additional information with illustrated literature and price lists may be obtained by writing to Acme Visible Records, Inc., 122 South Michigan Ave., Chicago 3.

LEFT:
NEW ADDITION to the Berkshire line is this presentation of the Eaton Paper Corp., Pittsfield, Mass. It is featured for professional and home use, both for typewriting and handwriting. The portfolio is printed in the gray, black and bright red and introduces a new side opening which makes it easy to remove sheets from the folio without removing it from a desk drawer.

BELOW:
DISINFECTION OF THE AIR, a principle widely used in the hospital field, can now be used in industry. The new device known as the Hygeaire system is a combination of the General Electric Germicidal tube and a patented reflector in the fixture designed to project a zone of protection across an area above eye-level. Airborne bacteria and viruses are carried into the zone of ultraviolet rays and to their deaths, by convected air currents. Its initial and operating costs are low and installation is easy. The product is made by the American Sterilizer Co., Erie, Penn. The Graybar Electric Co. and General Electric Supply Corp. are the distributors.



ABOVE:
REX-O-GRAPH TWO-PART END-FOLD PROCESSED MASTERSET is the product of Rex-O-Graph, Inc., Milwaukee, Wis. This new set employs several innovations which the manufacturers feel will save substantially in time, labor and materials. It is made in two parts, with a separate master sheet and separate carbon sheet. The master sheet can be made of heavier stock and there are no rough edges as in the one-piece set. The end-fold feature holds carbon and master firmly and also permits substitution of different colored carbon. Both the form and fill-in can be reproduced at the same time. The sets are available in 8½x11 inch size in quantity, processed with any form desired. They can be used on all fluid type duplicators.

Program Announced for Chicago Seminar

Announcement has been made of the program to be covered when the Fourth Annual Seminar of the Office Management Association of Chicago meets in Chicago April 27th and 28th. Reservations for the seminar are to be addressed to J. F. O'Keefe, secretary, Office Management Association of Chicago, 69 West Washington St., Chicago 2.

According to the announcement, the purpose of the meeting will be to make a concentrated short course in office management available to its members and to non-members who are interested. Emphasis will be placed on problems of current importance, although the fundamentals of management are not to be ignored. Northwestern University has cooperated in the planning of the session, and has aided in securing speakers for the program. Sessions will be held in Thorne Hall, Lake Shore Drive at Superior St.

Topics not covered by the speakers will be presented in exhibits, motion pictures, literature, or the consultant service.

The consultant service will bring to the seminar representatives of the WMC, WLB, OPA, USES, Training within Industry division, and prominent office executives.

New Chart Made for Postometer Owners

A chart issued by the Detecto Scales, Inc., 1 Main St., Brooklyn, N. Y., is to be used to correct the computed figures on a Postometer or other parcel post scale.

The company announces that since it is understood that the new parcel post rates are to be in force for the duration plus six months only, some users may not want to go to the expense of changing their charts now. For those who want to make the change, new replacement charts will be ready in about ninety days.

There will be a charge for new charts for all Postometers, Postometer Jrs., Postograms and Postogram Jrs. sold prior to February 26th.

There is no charge for the War Emergency Parcel Post Increase Chart, which may be obtained on request to the company.

Controllers Institute Adds New Members

Three new members have been added to the rolls of the Controllers Institute of America, 1 East 42nd St., New York 17. They are James F. Brehm, comptroller of the Electromatic Typewriters, Inc., Rochester, N. Y.; Leonard J. Ertel, secretary-controller of the Standard Register Co., Dayton, Ohio; and Victor L. Thomas, controller of the Pacific Manifolding Book Co., Inc., Los Angeles.

Hammermill Wins Army-Navy "E"

For the third time, the Hammermill Paper Co., Erie, Penn., has won the Army-Navy "E" in recognition of its continued high achievement in the production and delivery of paper to our Armed Forces.

Hammermill received its original "E" production award on September 15th, 1942. It was the first concern in the pulp and paper field to be so honored by the War Department. The Erie mill received a second award on April 10th, 1943. The present award places a second white star on the "E" flag.

Burroughs Net Profit Is $3,716,618

For the year ended December 31st, the Burroughs Adding Machine Co., Detroit, Mich., reported a net profit of $3,716,618, equivalent to 74 cents a share. This compares with $4,506,801 or 90 cents reported last year.

Unfilled domestic orders for the company's regular products amounted to $5,024,000 at the close of 1943, against $7,200,000 a year earlier. During the past year there was a decrease in volume of regular business and a substantial increase in volume of war material, according to the statement of Alfred J. Doughty, president.

COMBINATION FOR BUSINESS EFFICIENCY!

SHEAFFER'S *Skrip*

SPATTER-PROOF POUR-OUT!

Exclusive Sheaffer feature! All Sheaffer SKRIP quart containers have the special patented Shaeffer "Air-Way" Spatter-Proof Pour-Out. This feature is scientifically designed for controlled fluid flow—enabling anyone to pour SKRIP into smaller containers without the slightest danger of spilling a single drop! No gurgle—no spatter!

DESK BOTTLE WITH TOP WELL!

Again—a feature found only in SKRIP containers . . . the individual desk size with the special built-in Top Well. So convenient—so clean—you'd be willing to pay a quarter for the empty bottle! The SKRIP Top-Well eliminates pen-filling and dipping messiness since only the writing point of the pen need enter the fluid. No fluid reaches the part of the pen touched by fingers! Keeps fingers clean! And—*economical!* Top-Well enables employee to use every last drop of SKRIP!

PLUS!

In any container, Sheaffer's SKRIP is the finest writing fluid ever created by science! Keeps pens clean by not allowing them to get dirty. Quick-Drying! SKRIP is non-sediment-forming, contains no injurious solvents to eat and destroy metal and rubber pen parts! SKRIP makes all pens write better—last longer—require less servicing. Safeguard the permanency of your important office records with PERMANENT SKRIP!

W. A. SHEAFFER PEN COMPANY, FORT MADISON, IOWA

BEFORE THAT NAME

Dennison

APPEARED ON A TAG

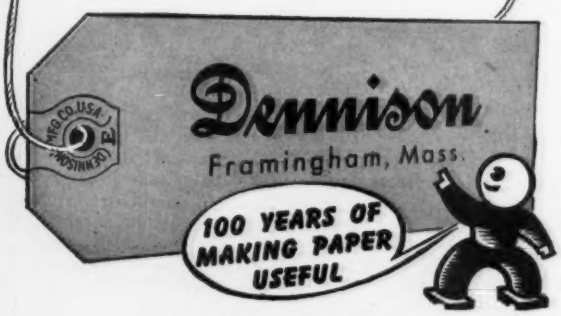
Until E. W. Dennison patented the shipping tag with the reinforced hole in 1863, most American shippers had their own "direction labels" made from left-over cardboard. Cutting them out was a rainy-day job for shop boys.

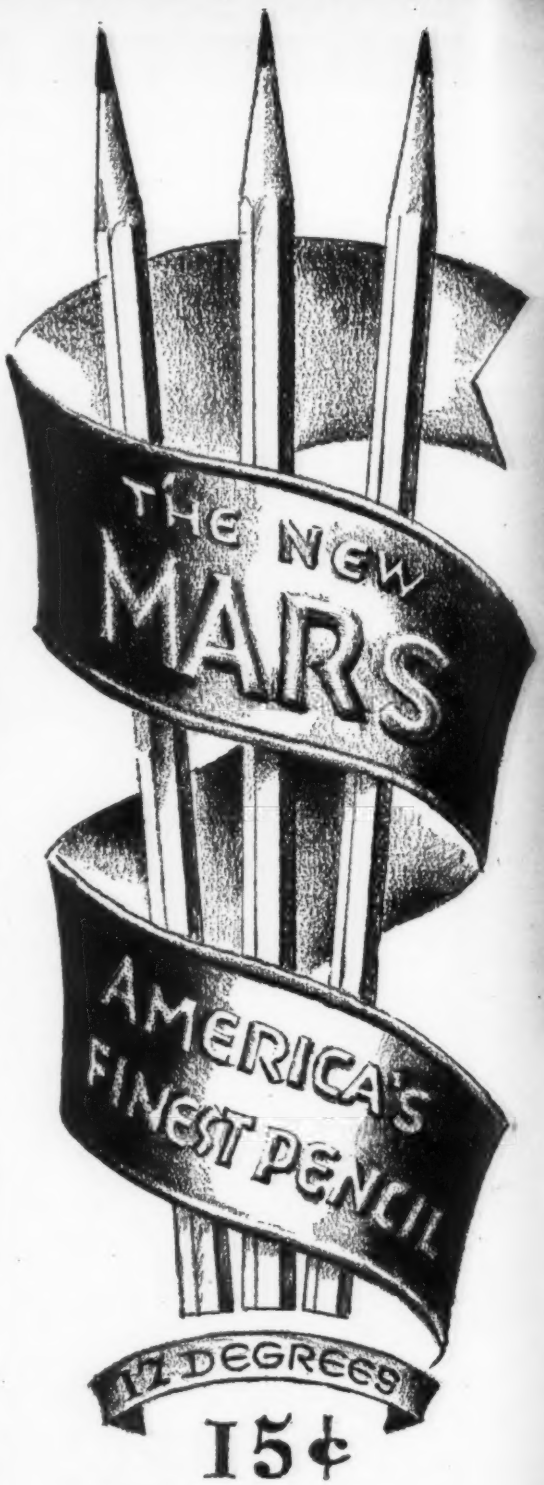
Dennison devised a paper washer, or "patch", which built up materially the pull-out strength and gave business men tags that will stay with packages from shipment to delivery.

Other essential stationery items were added rapidly to the now comprehensive Dennison line. Today, as in 1844, every product bearing the Dennison imprint can be counted upon to bear out all of the original ideals of design, quality and workmanship.

Let that name Dennison be your buying guide for Tags, Labels, Seals, Index Tabs and other stationery sundries.

AT ALL DENNISON DEALERS





"DEMAND THE BEST!"

J. S. STAEDTLER, INC.

53-55 WORTH STREET

NEW YORK, N.Y.

GET 60 MINUTES TO THE HOUR—
with Globe-Wernicke
EVERY DAY FILE

Let the Every Day File help you save precious hours by eliminating disorganized filing. It's the biggest little file you ever saw . . . a work organizer that performs like a Trojan to make your filing simple—easy—fast! Busy offices everywhere acclaim it for the valuable time it saves . . . for the smooth efficiency it creates. You'll use the Every Day File for sorting correspondence, as a tickler file, a follow-up file and dozens of other time-saving uses.

With any product that meets a common need, there are many imitators. The original Globe-Wernicke Every Day File is no exception. However, you'll see the difference, feel the difference the moment you note its sturdy construction—its cloth reinforcements, cloth index tabs and complete hand assembly. See the Every Day File at your Globe-Wernicke dealer, "Headquarters for Modern Office Engineering"—or write direct for full particulars. The Globe-Wernicke Co., Cincinnati, Ohio.

BUY MORE WAR BONDS!

Other G/W Stationers' Products

- Box Files
- Binding Cases
- Arch Files
- Clip-Boards
- Waste Baskets
- Storage Cases
- Nearleather Envelopes
- Nearleather File Pockets
- Nearleather Folders
- Manila Envelopes
- U-Make-A Index Tabs
- Globe Desk Trays
- Accesso Desk Trays
- Stationery Cabinets
- Card Index Trays
- Card Cabinets
- Agate Card Trays
- Card Index Cases
- Filing Shelf
- Correspondence Distributors

Globe-Wernicke Service

Globe-Wernicke
EVERY DAY FILE

Filing Equipment and Systems
Visible Record Systems
Office Furniture
Bookcases

Illustration shows COMMERCIAL CONTROLS Postal Scale

SAVE time for overburdened post offices and avoid confusion by giving your mailroom personnel these new Postal Rates, effective March 26.

- **FIRST CLASS LOCAL MAIL**—Old rate of 2c per ounce increased to 3c.
- **AIR MAIL**—Old rate of 6c per ounce increased to 8c. (Rate to and from overseas members of the Armed Forces is unchanged.)
- **PARCEL POST AND OTHER FOURTH CLASS MAIL**—Old rates increased 3%, or 1c, whichever is greater.
- **MONEY ORDERS, C. O. D., REGISTERED and INSURED MAIL**—Fees increased.

COMPLETE RATE CHART AVAILABLE

A detailed schedule of new rates, suitable for your mailroom wall, is available without charge—phone our nearest office or write us direct.

It is important that your mailroom gets this new information—also that your postal and parcel post scales have corrected charts—for the mailroom is "the heart of every office" upon which all departments depend.

Plan now for an up-to-date, postwar mailroom with modern, mail-handling equipment—a COMMERCIAL CONTROLS specialist will help you.

Attend the Annual Conference of the National Office Management Association, June 5, 6 and 7, New York, N. Y.

NATIONAL POSTAL METER COMPANY, INC.

COMMERCIAL CONTROLS

Division of NATIONAL POSTAL METER CO., INC.

ROCHESTER 2, NEW YORK

BRANCHES AND AGENCIES IN PRINCIPAL CITIES

File Room Layout Discussed

Layout for file rooms was the subject of a paper prepared recently for the Filing Association of New York by A. F. Gagliotti of the United Nations Information Office.

Mr. Gagliotti advocated that file room supervisors take an active interest in the planning of a new file room or the rearrangement of an old one. A file room supervisor who is able to read a technical layout can make more useful suggestions.

The commonest mistake made in planning layouts, according to this paper, is to arrange the equipment according to the layout previously in existence. The file department should be nearest the department it serves and the work within the file group should flow in a straight line.

It is suggested that the filing supervisor insist upon proper lighting for her department.

Supervisors Hold Business Fair

The Spring Business Fair of the Transcription Supervisors Association of New York was held April 10th in the Hotel Sheraton, New York City.

Demonstrations of the operation of many business machines were given and exhibits of leading brands of business accessories were shown.

Noise Abatement Week Planned

Plans for the observance of National Noise Abatement Week, April 30th to May 6th, are being released this week to local Noise Abatement Committees affiliated with the National Noise Abatement Council, 9 Rockefeller Plaza, New York 20. It is expected that at least fifty cities will participate in the 1944 campaign.

Major promotional item for the 1944 campaign will be a new noise abatement poster by the American poster artist, Charles Haist. In full color, it pictures Uncle Sam with finger to his lips warning to "Stop Needless Noise." It features the slogan of this year's campaign, "Noise is our enemy too!" Quantities are available on request.

NOMA Plans June Conference

Plans are progressing for the New York Conference of the National Office Management Association, which will be held June 4th to 7th in the Hotel New Yorker, New York City. Program discussions will center around office personnel problems, including compensation training and kindred subjects.

Several important speakers from business and from government organizations have promised to appear on the program. Announcement of the names will be made at a later date. An extensive survey was made of the subjects which members wished discussed before the program was completed.

New Type of Visible Record Discussed

Visible Index Corp. reports that much interest has been aroused by an article "Record Keeping of Today and Tomorrow," published in the company's VISIrecord News, Vol. 2, No. 3, February issue. In this article a new type of visible record is discussed which permits an unlimited application of charts and graphs to wide visible margins of record cards, making possible the pictorial presentation of detailed business facts. A copy of VISIrecord News, Vol. 2, No. 3, will be sent by the company on request.

Visible Index Corp. is preparing and will also send free on request an elaborate eight-page Methods Bulletin, called VISIrecord Methods Reporter, in two colors, showing a novel application of graphs and charts to visible records. The company's product VISIrecord has practically unlimited visible margins up to 36 square inches and more, which enables users to apply all the known principles of charting and graphing to the visible margins of record cards, allowing a perfect evaluation of detailed business facts to be obtained.

TOPS IN CONVENIENCE AND DURABILITY!

These tough, long-lasting Nubian Fibre or Pressboard Folders with Steel Tabs are just what you have been looking for. They are ideal for special Government job files which require constant handling. Nubian Fibre is practically indestructible. They are punched for standard fasteners. Your Wabash dealer has them.

Postwar Planning

BEGINS WITH RECORDS

YOUR Postwar opportunity may be limited by the efficiency of your filing system. How about your records? Are they in shape so that if the war picture changed tomorrow or next month you would have available lists of pre-war customers, and all the facts and figures you will need on pre-war operations? It is important to get those records in shape now to provide for the expansion which will be inevitable when the dammed-up national buying power is again released. Postwar planning *must* begin with records, and this is the ideal time to have your Wabash dealer install Natural System or Alphamerical to make filing and finding instantaneous. Ask about them.

SUPREME SUPPLIES

Wabash

FILING SUPPLIES, Inc.

120 East Wabash St., Wabash, Indiana

★

BANKS

OFFICES

HOTELS

PUBLIC UTILITIES

INDUSTRIAL USERS

THESE PENS WILL SAVE MONEY FOR YOU

OVAL POINTS

FOR PUBLIC WRITING USE

Esterbrook's Oval Point steel pens are made to serve better where pens take a beating. Here are the reasons why:

1. *More economical*—last longer...low first cost...low replacement.
2. *Smooth writing*—Oval Point Design does it.
3. *Users like them*—Oval Point fits almost any style of writing and many writing jobs.

PRECISION MADE

Precision and craftsmanship have made the name Esterbrook the "write" word wherever writing has a job to do.

Esterbrook

PENS

THE ESTERBROOK PEN COMPANY, CAMDEN, N. J.

SAVE

by buying quality

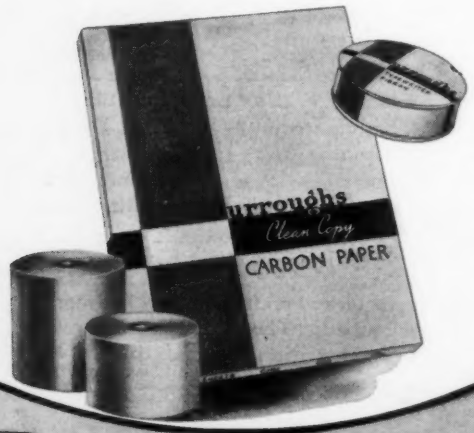
CARBON PAPER • RIBBONS
ROLL PAPER
through
Burroughs Discount Purchase Plans

DISCOUNTS 10% to 40%

An order for as little as $10 worth of ribbons and carbon paper receives a 10% discount. Discount rates increase—up to 40%—according to the size of your orders, with purchases of carbon paper helping you earn larger discounts on ribbons, and vice versa. As an extra convenience, Burroughs makes deliveries as needed, to assure you fresh supplies and no storage problems.

Plain or carbonized roll paper and other quality supplies for practically every type and make of business machine also at substantial savings. For full details, call your local Burroughs office or write—

BURROUGHS ADDING MACHINE COMPANY
DETROIT 32, MICHIGAN



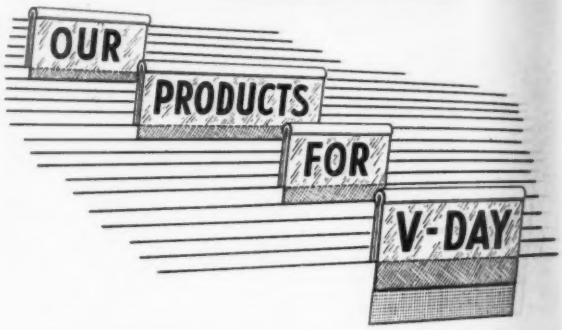
Burroughs

SUPPLIES FOR BUSINESS MACHINES

BURROUGHS ADDING MACHINE COMPANY

USE AICO

TUBULAR EDGE INSERTABLE INDEXES



for your Post War Planning Data and Sales Presentations

Everywhere manufacturers are making plans for their post-war products, studying markets, amassing sales and engineering data to be prepared for V-Day.

All this data must be segregated—sales presentations, sales training manuals are in preparation and AICO Indexes can help keep this material in order, readily accessible at all times.

AICO GRIP is the original Tubular Edge Insertable Index Tabbing, made so that titles are easily changed as your post-war plans begin to "jell."

And when you're ready to produce your post-war sales presentations, catalogs, sales training manuals, AICO Indexes can give their contents that "finger-tip accessibility" that is so essential in our fast moving business world.

Your stationer can give you complete information on standard or special AICO Indexes.

Here's why* AICO-GRIP INSERTABLE INDEXES *are superior

1. Parallel sides hold inserted title firmly.
2. Molded Tubular edge adds strength, eliminates warping.
3. Molded Tubular edge will not crack.
4. Titles are easily inserted and changed.
5. Skirt is best quality linen. Will not fray.
6. Adhesive is odorless and once applied is there to stay.

AICO PRODUCTS

AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and ACCESSORIES
SHOP TICKET HOLDERS

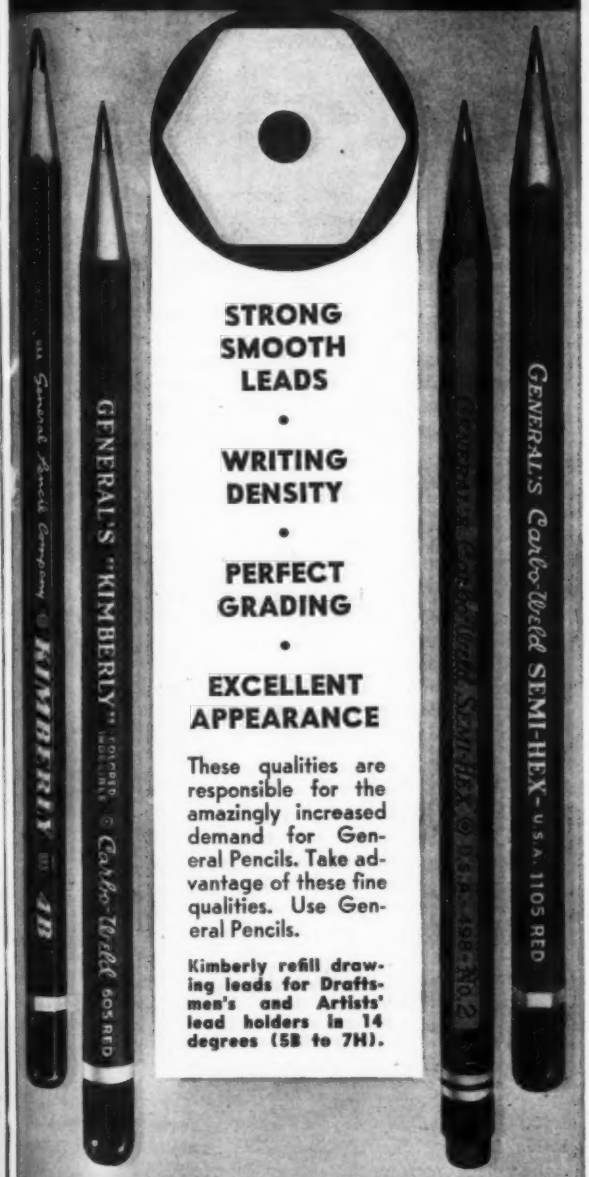
G. J. Aigner Company

503 S. JEFFERSON ST., CHICAGO, ILL.

WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

GENERAL'S *Quality*

CARBO-WELD PENCILS



STRONG SMOOTH LEADS

•

WRITING DENSITY

•

PERFECT GRADING

•

EXCELLENT APPEARANCE

These qualities are responsible for the amazingly increased demand for General Pencils. Take advantage of these fine qualities. Use General Pencils.

Kimberly refill drawing leads for Draftsmen's and Artists' lead holders in 14 degrees (5B to 7H).

Makers of Fine Pencils since 1889

General Pencil Company

67-73 FLEET STREET · JERSEY CITY 6, N. J.

New PLASTIC CARD HOLDERS

for labeling shelves, bins, drawers, tool cribs, etc.

Economical, Neat and Easy to Install

If you've been looking for the most satisfactory way to label bins, drawers, tool cribs, and shelves here's your answer.

The plastic way is the modern way. Easily affixed to wooden surfaces with tacks or applied to metal with glue, these holders will last indefinitely—practically soil-proof—always neat and attractive.

Supplied in three widths and four standard lengths (2", 3", 4", 5"). Extra length holders available on special order.

Jobber Inquiries Invited

IMMEDIATE DELIVERIES

MAIL THIS COUPON *today*

PLASTIC DIVISION

HOLLYWOOD ATHLETIC CO., 211 EAST SEVENTH STREET
LOS ANGELES

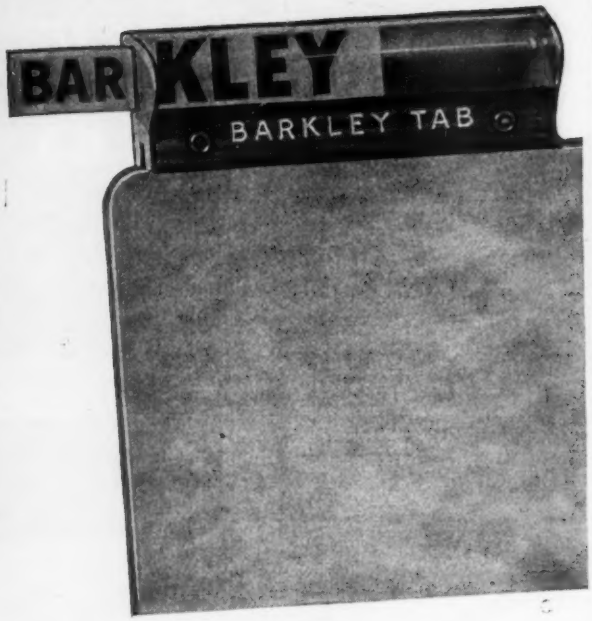
PLEASE SEND ME INFORMATION ON YOUR NEW PLASTIC CARD HOLDERS.

COMPANY _____

ADDRESS _____

CITY _____ STATE _____

SIGNED _____ TITLE _____



The Perfect Index Tab

• MAGNIFIED VISIBILITY
• ANGLED VISION
• SPACE SAVING

Three real features are combined in the Barkley Plastic Tab Index to offer the utmost in time and space-saving.

Give Filing Departments new efficiency and create more satisfied customers now as well as for post war by recommending the Barkley Tab on your calls and thru your mail advertising.

Samples and additional information glady furnished if you haven't yet seen this innovation in Index Tabs.

C. L. BARKLEY & CO.
ESTABLISHED 1891
Manufacturers of Filing Supplies
517 S. JEFFERSON STREET CHICAGO, ILL.

Lungren Takes Webster Post

John G. Lungren, formerly of the eastern sales division, has been named manager of the San Francisco branch of the F. S. Webster Co., Cambridge, Mass.

Mr. Lungren has had sixteen years of sales experience with the company, which he joined following his graduation from Penn State College in 1927.

Left:
WALTER P. FUNCK

Right:
JOHN G. LUNGREN

The post of San Francisco manager was held by Walter P. Funck, who established the San Francisco branch after World War I. Mr. Funck resigned January 15th.

At the time of his retirement, the directors of the company in a special meeting ordered a suitable tribute prepared, put in the records, and delivered in suitable form to the retiring veteran. Mr. Funck plans to rest at his farm in Arcata, Calif., prior to taking up his new life of leisure, earned in his half-century of service in the Webster interests since he joined the company in 1894. All Websterites, all the wide circle of friends he has made in the industry in his noteworthy career, wish him well.

Stapler Refills Ready for Shipment

The Bates Manufacturing Co., 30 Vesey St., New York, has announced that the Bates stapler refill supply is growing.

The company now is in a position to make prompt shipment of orders and is ready to furnish refills to customers who cannot furnish a preference rating or who have destroyed old spools.

Ratings should be secured wherever possible, however, since such orders take first preference. Orders with empty refills come next in preference.

New Glue Introduced

A cold, flexible padding glue has been announced by So-Lo Works, Inc., Loveland, Ohio. This is for the use of producers of printing and paper products, including publishers, bindery shops, stationers and manufacturers.

The new product, sold under the name of So-Lo padding glue, works like latex rubber padding glue, but contains no rubber—hence no priority is required. So-Lo padding glue is available in quarts and gallons.

According to the manufacturer, in using So-Lo padding glue, no heat or solvent is required.

Addington Is Manager of Wabash

Announcement has been made of the appointment of L. R. Addington as vice-president and manager of Wabash Filing Supplies, Inc., Wabash, Ind., new subsidiary of the Art Metal Construction Co., Jamestown, N. Y.

Mr. Addington has sold systems, filing supplies and equipment for the past seventeen years. He is a past vice-president of the Detroit chapter of the National Office Management Association and was chairman of the methods committee of that chapter. He will have complete charge of the operation of Wabash Filing Supplies, Inc.

Edward L. Little will continue as sales manager of the company and J. F. Robinson will continue as superintendent and production manager.

DEGREES	
2B (1) VERY SOFT	
B (1½) SOFT	
HB (2) MED SOFT	
F (2½) FIRM	
H (3) HARD	
2H (3½) HARD	
3H (4) HARD	
4H (4½) HARD	
5H (5) HARD	
6H (5½) VERY HARD	

Take good care of your mechanical pencils as the war has produced a shortage. Refill them with Scripto Quality Leads . . . identified by the red circle on the pack.

MR. OFFICE MANAGER SELECT *Scripto* LEADS

THAT SERVE THE REQUIREMENTS OF YOUR PERSONNEL

For all who write, figure, or draw, there is a Scripto lead scientifically designed for their particular type of work. Study the chart shown here and buy leads according to usage. Just any lead will not do if you want top writing efficiency. Scripto refill leads fit all pencils made for standard diameter leads.

CHOICE OF 17 POPULAR COLORS

Red, Dark Red, Blue, Light Blue, Special Blue, Green, Yellow, Orange, Brown, Purple, White, Silver, Heliotrope, Indelible Hard, and Indelible Medium, Blue Copying and Purple Copying.

USES FOR SCRIPTO LEADS

2B-B-HB
STENOGRAPHERS
SECRETARIES
GENERAL USE
V-MAIL

HB to 2H
AUDITORS
ACCOUNTANTS
BOOKKEEPERS
CARBON COPIES
ORDER CLERKS
SALESMEN

HB to 6H
ARCHITECTS
DRAFTSMEN

H to 6H
PHOTOGRAPHIC
RETOUCHING

2B to 6H
ARTISTS

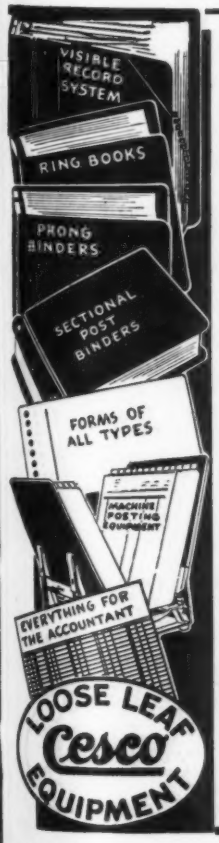
CHOICE OF COLORS
ARTISTS
ACCOUNTANTS
MAPS
BLUEPRINTS
METAL MARKING

COPYING LEADS
FOR DUPLICATING MACHINES

BUY WAR BONDS

ORDER FROM YOUR OFFICE SUPPLY DEALERS

SCRIPTO MFG. CO., ATLANTA, GA.



Good RECORD KEEPING *equipment*
. . . makes for better efficiency

LIKE good office machinery — smoothly operating and perfectly aligned typewriters and perfectly functioning calculating machines—good RECORD KEEPING EQUIPMENT makes for better *efficiency* . . . for *better and faster* ways of doing things . . . *saves time* for executives and assistants alike.

A Dependable Source of Supply

is equally important. For in this busy world of ours, with added war-time difficulties, you ofttimes must get WHAT you want WHEN you want it.

SHEPPARD prides itself on the high quality of its Loose Leaf Equipment—a factor which takes on added importance by reason of the fact that the stability of this 44-year-old organization is your guarantee of a *dependable source of supply.*

Wide Range of the CESCO Line

We carry binders in a wide range of styles, sizes, bindings and capacities. So no matter what your problem, if you want the *right* equipment and want it in a *hurry,* you are almost sure to be able to get it from SHEPPARD.

Cesco

VISIBLE RECORD BOOKS

Here is a truly SIMPLE, PRACTICAL and ECONOMICAL way of keeping your records. Shingle-style filing provides *complete visibility.* Information located *instantly.* A single book holds from 500 to 1000 records. Ideal for EMPLOYEE WAR BOND DEDUCTION RECORDS, PURCHASING DEPARTMENT RECORDS, SOCIAL SECURITY AND PAY ROLL, COST AND PRODUCTION, SALES AND ADVERTISING.

Consider Also
POST BINDERS WITH METAL HINGES
METAL BACK PRONG BINDERS
COMPRESSION BACK LEDGERS
RING BOOKS WITH BOOSTERS
CATALOG BINDERS

May we also suggest CESCO BUSINESS FORMS which are saving (on printing costs) large sums of money for countless firms. We have in stock hundreds of different designs.

Write for literature today

THE C. E. SHEPPARD COMPANY

44-09 TWENTY-FIRST STREET LONG ISLAND CITY, N. Y.

VICTORY MODEL COPYHOLDER

The RITE-LINE Copyholder is now available in non-critical materials and can be sold without priority. It is a small self-contained unit that can be placed anywhere independent of the typewriter. It guides the eye of the typist along the line she is copying. Prevents errors. Speeds production. Price U. S. A. $10.85.

Send for folder.

RITE-LINE SALES CO., INC.
101 Park Ave., New York 17, N. Y.

RITE-LINE
Reg. U. S. Pat. Off.
COPYHOLDER

SAVE STENCIL COSTS! SAVE TYPING TIME!

WARTIME NECESSITY for EVERY STENCIL USER

TECHNYGRAPH

The Smart Way to **FILE STENCILS** *for Re-run*

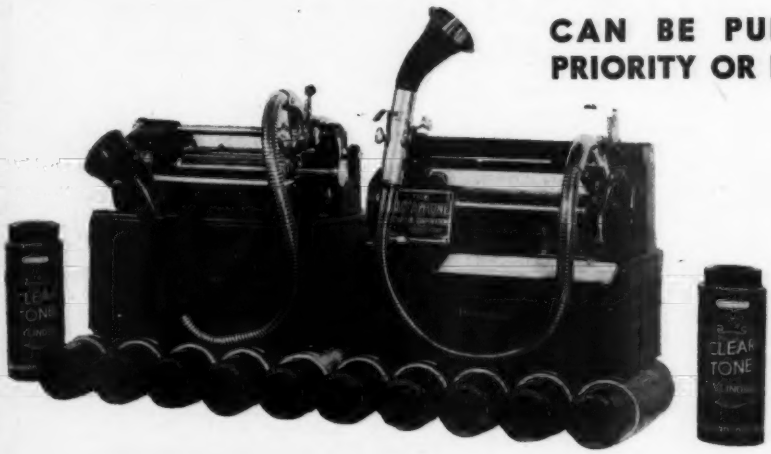
TWO SIZES —for 50 and 100 STENCILS

20" long, 10" wide; handy index page is standard on both sizes; production record page for each stencil allows space for complete information.

Covers are of heavy blue leatherette stock; pages numbered; spiral binding enables book to lie flat at all times.

Write today for descriptive circulars

Technygraph Co.
TECHNY, ILLINOIS



CAN BE PURCHASED WITHOUT PRIORITY OR RATION CERTIFICATES

Rebuilt

DICTAPHONES

EDIPHONES

SINCE 1923
QUALITY REBUILTS

CLEARTONE CYLINDERS

Our economical, lined, smooth textured product of long years of experiment and research, is the ideal cylinder for dictating perfection. Complete satisfaction guaranteed with every order.

A stock of approximately 1,000 machines, of all models, to choose from. Obtain modern efficiency and voice clarity through the purchase of our guaranteed rebuilts.

AMERICAN DICTATING MACHINE, Co., Inc.
235 FIFTH AVE., NEW YORK, N. Y.

For STORAGE FILING...

ECONOMY BINDING

ACCO TWO-PIECE COVERS

Low price plus maximum usability make ACCO Two-Piece Covers doubly popular. They are standard for transfer filing—and thousands of firms use them for binding active papers because of their almost unlimited capacity.

Acco Covers with Acco Fasteners have the same advantages of expensive ring and post binders — easy interchangeability, positive binding, large expansion—without the cost. You can buy them in quantity for countless uses.

Acco Two-Piece Covers are just one of the Acco Quality Products that have helped to make business more efficient. Are *you* standardizing on Acco?

A C C O

PRODUCTS, INC.

39th AVENUE and 24th STREET

LONG ISLAND CITY, N. Y.

"NOW I'M THE IDOL OF MY OFFICE"

"Switched pencils a month ago. Bought Dixon Ticonderogas for my company. Well, sir, up went efficiency—down went complaints! Ticonderoga's easy-going, gliding action turned out more work, quicker work, better work. My grateful office force says I'm a wonder. I say Ticonderoga is a wonder."

Ah-h-h! The Green Plastic Ferrule with the Two Yellow Stripes!

Demand...the fine American Pencil with the fine American name...

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-32, Jersey City 5, N. J.

Globe-Wernicke Launches Campaign

A new word, Find-I-Tis, has been coined by the Globe Wernicke Co., Cincinnati, Ohio. The word means "inability to find what you file" and it will be publicized in a series of advertisements in national magazines.

The company plans to make an effort to introduce the word into the American language. The first copy on this theme appeared in Newsweek. Globe-Wernicke recommends in the advertisement that the remedy for Find-I-Tis is installation of the Globe-Wernicke Safeguard system and wood files.

Asco Steelmaster Is New Product Name

Art Steel Co., Inc., 300 East 145th St., New York City, has announced that hereafter all of its steel products known under the name Asco will be called Asco Steelmaster. All units packed in containers bear the new Asco Steelmaster label.

"M & V Analyst" Makes Its Bow

Mittag & Volger, Inc., Park Ridge, N. J., manufacturers of carbon papers and inked ribbons, have issued the first number of a new house organ designed to carry to its dealers interesting developments in the fields of ribbons and carbons in general and of the Mittag & Volger products in particular. The first issue is a four-page number, abundantly illustrated with halftones and line cuts, and featuring in news items and articles many hints as to how ribbons and carbons can be most effectively sold and the varied problems of customers met.

A great deal of practical information is presented concisely and interestingly, so that it can be absorbed in the minimum of reading time. Make-up is bright and sparkling and there is even a comic strip to round out this latest addition to the dealer organs of the stationery and office equipment business.

Two J. L. May Co. Executives Admitted to Partnership

The J. L. May Co., 111 West 19th St., New York 11, manufacturers of the widely-known MACO line of tags, labels, and tickets, has announced that two top executives of the May organization have been taken into partnership.

They are B. J. Matzner and I. B. Gluck, and the action

LEFT:
I. B. GLUCK

RIGHT:
B. J. MATZNER

taken is in token of their signal service in the upbuilding of the May organization during the past two decades.

Mr. Matzner, who is in charge of purchasing and cost finding for the company, and Mr. Gluck, who is plant superintendent, have been associated with the development of the MACO line for more than twenty years.

As partners in the company they will continue to cooperate in meeting current heavy demand for MACO products and in planning for the expansion of the organization and its line in the post war years.

"CADO" Fountnbrush

Made to last a lifetime.

THE BRUSH THAT WRITES LIKE A PEN

THE INK DRIES AS YOU WRITE

PRICE $2

"CADO" Inks in RED BLUE GREEN PURPLE YELLOW BLACK WHITE

All three lines made with the same nib

This "Cado" Fountnbrush is a "MUST", in offices, industry and anywhere that clear legible letters and markings are needed. Easy to handle, it can be used effectively for the making of posters, showcards, price tickets, advertising sketches and layouts. It is indispensable for rapid addressing of packages on wood or paper. "Cado" Fountnbrush Ink, the "Ink of 1,000 uses," writes on any surface. It dries as you write on all porous surfaces. It requires 30 seconds to 1½ minutes to dry on ALL non-porous surfaces. Made to last a lifetime. This Fountnbrush is the answer to storekeepers, artists, metal workers, shipping room markers.

SUNFAST

WATERPROOF

SMOOTH FLOWING

If unobtainable at your regular dealer, write to Dept. G. T.

CUSHMAN & DENISON MANUFACTURING CO.

133-5-7 WEST 23rd STREET NEW YORK, N. Y.

WORKING OVERTIME?

WRITE

CARBON PAPERS *and* TYPEWRITER RIBBONS

WRITE Helps to End That Problem!

SAVE TIME—finish your work at the closing hour instead of having to stay late, day after day, while your office force gets out those dozens of EXTRA COPIES which are required for this and that. Provide them with

WRITE generously-inked Carbon Paper and Typewriter Ribbons

MORE clear, clean copies with each original. You cut down your costs of supplies and labor.
Guaranteed for uniformity, quality, and longer wear.

Inquire of your dealer, or send today for free samples and attractive prices.

Quick deliveries!

WRITE INCORPORATED
420 Lexington Avenue, New York 17, N. Y.
Factory: Bridgeport, Conn.

It all ADDS UP *to* QUALITY!
Insist on "HYGRADE"
Trade Mark Reg. U. S. Pat. Off.

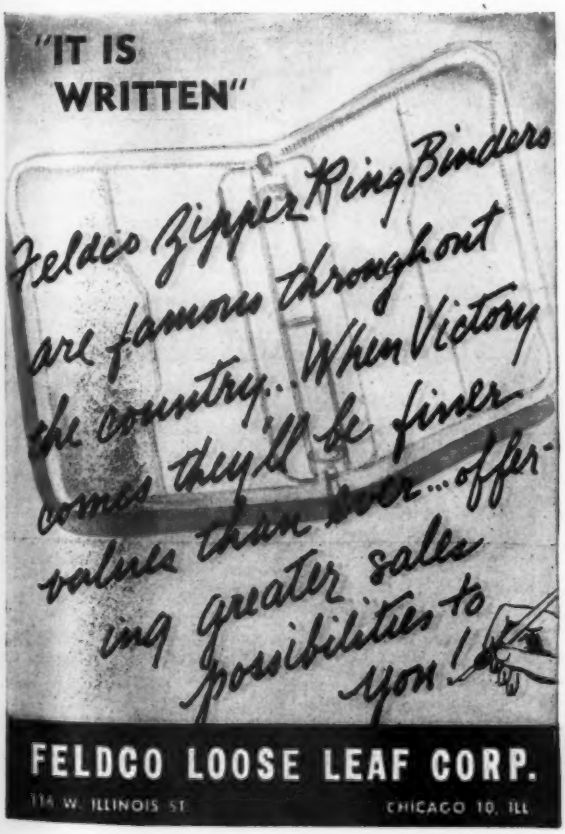
ADDING MACHINE *and* Teletype ROLLS

FEATURES

- FINEST QUALITY Watermarked Paper
- WOUND HARD AND TRUE
- BRUSHED FREE OF LINT
- RED SIGNAL MARKED

Please mention your stationer's name, a sample roll will be sent to you.

L. HYMAN & SONS, *Manufacturers*
102 Prince Street, New York 12, N. Y.
45th Year of DEPENDABLE SERVICE



FELDCO LOOSE LEAF CORP.
116 W. ILLINOIS ST. CHICAGO 10, ILL.

Today—right now—make the "Tolerance Test" with *KOH-I-NOOR Drawing PENCILS.* See how they create those fine tolerances on paper, so often demanded by American industry. See those lines come up crisp—clear—sharp. And very important, too—see their "staying power". For in the long run, you'll find *KOH-I-NOOR Drawing PENCILS* most economical.

17 uniform degrees to choose from—smartly packaged in a permanent lithographed container—one dozen to each package.

KOH-I-NOOR

The RIGHT pencil for the RIGHT job
KOH-I-NOOR PENCIL COMPANY, INC., BLOOMSBURY, NEW JERSEY

SOLD! ON SIGHT

EVERYONE NEEDS IT! EVERYONE WANTS IT!

Correspondence, tax and budget record, phone numbers etc. in one compact file.

Sells for **$1.95**

An AMFILE VOLUNTEER SECRETARY for housewives, business men, students, teachers, shopkeepers. Holds all the correspondence, data, miscellany everyone needs to save. Its self-selling features:

- Alphabetical and monthly folders, business letterhead size.
- Extra blank folders
- Extra blank and printed labels.
- Durable, attractive file in blue, French gray, brown, ivory, green.

UNIQUE—Each folder a record system. Forms for addresses, telephone numbers, budget, tax, expense records, miscellaneous information.

It's a complete filing system, suited to individual needs!

PROMPT SHIPMENT. Order today. Write for descriptive circular.

Amberg File & Index Co. 1602 Duane Blvd. Kankakee, Illinois

IMMEDIATE SHIPMENTS

Ruled Statements and Bills
Note Book Fillers
White Bond Pads
Clasp Envelopes
Composition Books
Onion Skin
File Folders
Bonds and Manifolds
Adding Machine Rolls
Index Card—White
Gummed Kraft Tape
Paper Twine

HANO PAPER CO.

441 Lexington Ave., New York 17, N. Y.

Mail Your Orders and Inquiries Now

NEW! Popular Novelty

A **SERVICE FLAG** that **SHINES** at night

Biggest new seller of the year. Star shines at night with beautiful luminescent light. Made of finest flag taffeta, with fringe, cord, and glowing star—in variety of sizes. These flags will really SELL. Send for illustrated price list today.

ROLL OF HONOR

Permanent Service Plaques for offices, factories, churches, etc. Solid walnut with individual gold-bordered name plates. Most beautiful plaque on the market. Write today for prices.

Also U. S., Christian, Papal, and Allied Flags

REGALIA MFG. CO., Dept. T, Rock Island, Ill.

GET DOWN TO BUSINESS

WITH *Graffco*

NU-VISE SIGNALS

Business for all of us right now means *war* business . . . what else matters if we fail in *that?*

GRAFFCO products, small as they are, play a prominent part in speeding the flow of men and supplies from home front to fighting line.

To our customers, most of whom are engaged in this vital work of distribution, we pledge a continuation of our efforts to make and deliver the best of which we are capable.

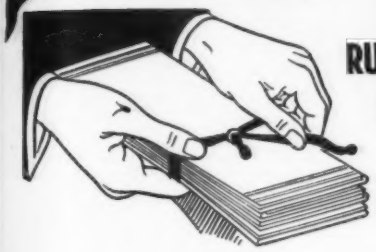
GEORGE B. GRAFF COMPANY

68A Washburn Avenue, Cambridge 40, Mass.

Makers of

Cellugraf Signals — Nu-Vise Signals
Nu-Viz Signals — Maptacks

PULL FASTENERS



The ANSWER to YOUR RUBBER BAND PROBLEM

★

Keep cancelled checks, deeds, mortgages, insurance policies, vouchers and documents neatly tied together.

PULL either end to tighten.
PULL shorter end to loosen.

PULL FASTENERS do not dry out, crack or break while in use . . . eliminate the danger of documents becoming lost or separated . . . used by Banks, Utilities, State, City, County Offices, Insurance Companies, Libraries, Railroads, Business Offices and Manufacturing Firms.

See your stationer or write

SCHLEGEL MANUFACTURING COMPANY
277 North Goodman Street **Rochester, N. Y.**

INKOGRAPH BULLETIN #3

Good fountain pens demand and deserve good treatment,—can give good service only when they get it.

The Inkograph is a sure-shot, all-purpose pen when it is filled properly.

An Inkograph Instruction Sheet from your dealer (or send us a 3c self-addressed envelope for one) will show you how to fill your Inkograph correctly and insure performance equal to that of any high-priced fountain pen.

If your dealer happens to be out of Inkographs today, keep trying.

INKOGRAPH CO., INC.
200 Hudson St., N. Y. C. 13

QUALITY

Our wartime job today is to manufacture the finest precision drafting devices, so that those using Cardinell products can help bring Victory closer.

•

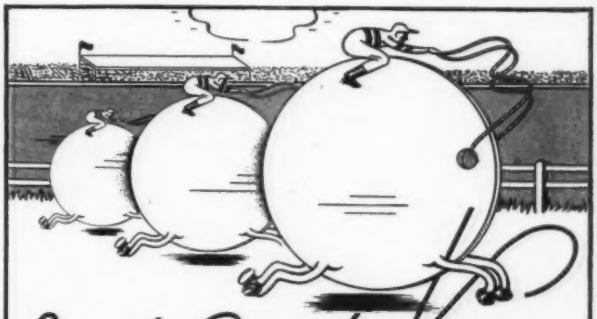
Made With 'Know How' . . .

Plastic-Lined T-Squares
•
Fine Instrument-Grade Plastic Triangles
•
Transparent Scales for Engineer-Designer-Draftsman
•
Protractors—Semi-Circular and Adjustable-Arm Type
•
Straight Edges—Sandpaper Pencil Pointers—India Ink Remover
•
A Variety of Tracing Papers for Most Any Job
•
Lettering Guides to Help Speed Production
•
Steel or Plastic Erasing Shields
•
Ink-Out, Typecleaner, Correction Fluid, Stamp-Pad Ink, Office Machine Oil and Other Items.

Back the Attack! Buy War Bonds!

★

CARDINELL Products
MONTCLAIR, N. J.
DRAFTING EQUIPMENT



In the Race for Victory

MACO **INDESTRUCTO** TAGS

are extensively used by...

- ARMY NAVY SHIPYARDS
- AIRCRAFT & MUNITION PLANTS
- AND OTHER WAR INDUSTRIES

where
Strength & Durability
are essential

WRITE FOR SAMPLES & PRICES.

The J.L.MAY COMPANY
110 W. 19th ST. NEW YORK 11, N. Y.

PRIORITY REQUIRED

Mr. FULTON says . . .

To make a good impression, you must start with a good product:

Dri Kwik Stamp Pads
Dri Kwik Inks
All Weather Stamp Pads
All Weather Inks
Fulton Business Outfits
Fulton Service Daters

Fulton SPECIALTY CO.
200 Fifth Avenue New York 10, N. Y.
Factory at Elizabeth 1, New Jersey

"Ammunition" is anything that hastens Victory. Time saved in clerical work is high-power ammunition. Important time savings can be made by using Cook's Steel File Signals on cards and ledger sheets to segregate groups of facts for quick reference. In 12 non-chip colors for all filing systems. Card of samples on request.

The H. C. Cook Co., 18 Beaver St., Ansonia, Conn.

TRANSPARENT INDEX TABS by the FOOT

the New "S-S" (SATIN-SURFACE) CEL-U-DEX
Easy on the eyes . . .
WRITE OR TYPE SUBJECT ON INSERT-CUT TO SIZE-MOISTEN-ONLY-APPLY-

CEL-U-DEX
Loose-Leaf Sheet PROTECTORS
PAT. PENDING
• TRANSPARENT • FLEXIBLE
• REINFORCED EYELETS
• WATER PROOF

CEL-U-DEX CORP.
1 MAIN ST., BROOKLYN 1, N. Y.

No. 450WD

$9.00

OUR NEW
Drop Leaf Type
STAND
Made of SELECTED HARDWOOD PLYWOOD TOP and LEAVES
• FINISHED IN OLIVE GREEN
Two casters create portability and two solid legs prevent creeping. Four casters can be had—Add $1.00 to list price.
Top Size 14" x 17½" • Each Leaf 10" x 14"
Height 26"

METALSTAND COMPANY
1615 MELON ST. • PHILADELPHIA 30, PA

ABSOLUTELY ACCURATE

•

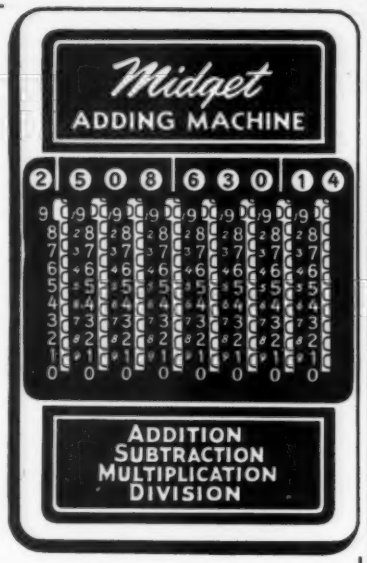
Vest-Pocket Size

ADDING MACHINE

•

EACH COMPLETE IN LEATHERETTE CASE

•



HANDLES TOTALS UP TO $9,999,999.99.

This extraordinary MIDGET Adding Machine weighs only 5 ounces, yet is of sturdy construction, with metal front and back, good for years of service; so compact it can be carried easily in Vest Pocket or Purse. Useful in office, school, shop or home—by business men, accountants, students, everyone. Works with a touch of the finger.

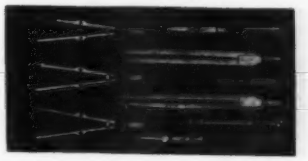
RETAILS AT $2.50

LEE'S SPECIALTY CO., Dept. GT, 1616 No. Ogden, Chicago 14, Ill.

They'll Give You Years of Service

CHARVOS

Fine Drawing Instruments at Reasonable Prices



When you need fine drawing instruments, ask your dealer for CHARVOS, a name familiar to hundreds of the most competent artists and draftsmen in the country. Despite present conditions you will find an excellent selection at surprisingly low prices.

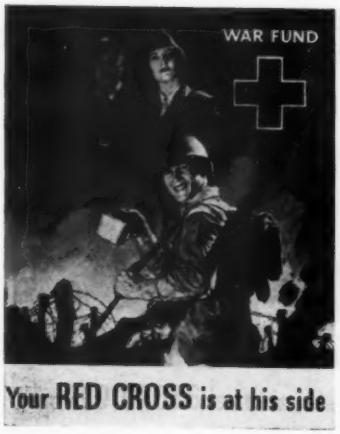
Set #814 (illustrated above)—Contains a new style 6" Compass; 6" Divider; Bow Divider; Bow Pencil; Bow Pen; Ruling Pen; Screw Driver, Needles, Leads and Parts. Velvet-lined 2-flap pocket-type case ---------- $18.00

Set #612—Contains 6" Compass; 5½" Ruling Pen; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needles and Leads; Velvet-lined 2-flap pocket-type case ---------- $10.80

Set #614N—Contains 6" Compass; 5½" Ruling Pen; 6" Divider with Straightening Device; 3¾" Bow Divider; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needle and Leads; Velvet-lined 2-flap pocket-type case ---------- $15.00

The Department Store of Art Materials

ARTHUR BROWN & BRO.
67 West 44th St., New York 18, N. Y.



New

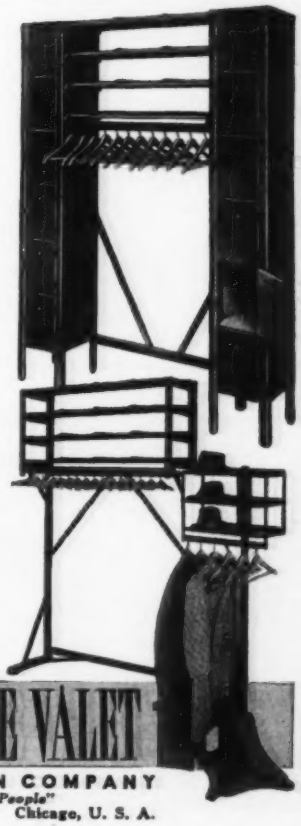
'Wood' Locker Unit

Accommodates 12 in 5'

The new hardboard and plywood Peterson Industrial Lockers come in both single and double (back to back) units that accommodate either 12 or 24 persons in every five running feet. Double locker room capacity and save valuable floor space for productive use. Provide each employee with a spaced coat hanger, an individual ventilated hat shelf and a 12 in. x 12 in. lock box for lunch, micrometers, drawing instruments or personal effects.

PETERSON Wardrobe Equipment is provided for factory, shop and office — comprises a complete line of single and double faced locker units, wardrobe racks and non-tipping (6 or 12 place) costumers. Keeps wraps "in press," dry and sanitary — exposed to air and light. No crumpled hats or soggy lunches in stormy weather. Prompt delivery.

WRITE FOR CATALOG



The OFFICE VALET

VOGEL-PETERSON COMPANY
"The Checkroom People"
1818 N. Wolcott Avenue Chicago, U. S. A.

On display NOW . . .
Boxed STATIONERY

Note and standard sizes . . . ALL COLORS

We are also able to make prompt deliveries on

- GIFT WRAPPINGS
- MOTHER'S DAY CARDS
- STATIONERS ITEMS

Buy War Bonds

NATIONAL MERCHANDISING COMPANY
Distributors of Greeting Cards and Social Stationery
26 LINCOLN ST., BOSTON 11, MASS.

★ ★ ★ ★ ★ ★ ★ ★ ★

HONOR ROLL ★ PLAQUES ★

Dignified Tributes to Your Men in the Services

These Victory Cast Honor Rolls with raised letters present impressively the names of those you would honor. Cast in a material that is a non-critical substitute for Bronze, they both look and feel like Bronze.

Send for illustrated literature.

UNITED STATES BRONZE SIGN CO. INC.
"BRONZE TABLET HEADQUARTERS"
570 BROADWAY, NEW YORK 12, N. Y.

RUBBER STAMPS
Save Time

IF YOU SAVE TIME YOU LENGTHEN LIFE

WRITE FOR PRICES.

SEND US YOUR ORDERS.

SAMUEL F. CURRY, INC.
231 Chestnut St., Phila., Pa.
Market 0990-0991. In a Hurry—Call Curry—Main 6306

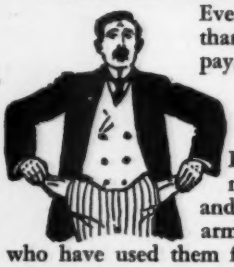
COMPLETE ★ DEALER LINE ★ OF FILING SUPPLIES

Filing Systems • Filing Folders • Guides and Indexes • Printed and Ruled Stock Forms

SPECIAL FORMS FOR YOUR SPECIAL NEEDS

THE DACO CARD & INDEX CO.
9 Federal Court Boston, Mass.

EXPENSE BOOKS



Everyone needs them now—more than ever before—for income and payroll tax deductions.

BEACH'S "Common Sense"

Expense Books are recommended by income tax men and endorsed by the countless army of salesmen and travelers who have used them for more than half a century.

Beach Publishing Co., Detroit 2, Mich.

MOORE *PUSH-PINS*

★ *THE PIN WITH THE HANDLE*

PUSH-LESS HANGERS

★ *THE HANGER WITH THE TWIST*

Well-known since 1900 for every pin-up or hang-up need. Two top quality products that bring satisfied customers.

MOORE PUSH-PIN COMPANY - Since 1900
113-25 Berkley Street, Phila. 44, Pa.

This Name—This Package

Guarantee Finest Quality

RITE-RITE MFG. CO. • DOWNERS GROVE, ILL.
SUBSIDIARY OF JOSEPH DIXON CRUCIBLE COMPANY

SELECT BRAND SPT

SELECT LINE

WRITING TABLETS
GUMMED CLOTH ITEMS
PLAIN & RULED SCRATCH PADS
LEGAL RULED PADS
INDEX CARDS • INDEX TABS

SELECT PAPER AND TABLET CORP.
Manufacturing Stationers
585-601 DEAN ST. BROOKLYN 17, N. Y.

Eighty-fifth birthday of Eberhard Faber, head of the Eberhard Faber Pencil Co., Brooklyn, N. Y., took place on March 14th. This year marks the sixty-fifth anniversary of Mr. Faber's leadership of his company.

EBERHARD FABER
Eberhard Faber Pencil Co.

Mr. Faber assumed command of the business at the age of 20, and has been active in its development through the years.

Recently Mr. Faber attended the forty-sixth annual dinner of the Veteran's Association of the New York Athletic Club, which brings together members who have been with the club twenty-five years or more.

Marchant Wins Third "E"

For consistent and continued performance in meeting all war production schedules on time, Marchant Calculating Machine Co., Oakland, Calif., has won its third Army-Navy "E" Award.

Upon receiving the official award from Robert P. Patterson, Under-Secretary of War, Edgar B. Jessup, president of the company said: "It is a great honor for Marchant to be one of the few selected companies in this area privileged to fly a production award pennant to which two stars have been added—an honor deeply appreciated by both employees and management."

Eversharp Sponsors Show

Eversharp, Inc., 1800 Roscoe St., Chicago, is the sponsor of the radio show, "Let Yourself Go" starring Milton Berle. This audience participation program is heard on the Blue Network on Thursday nights. The program deals with suppressed desires and will award cash prizes to participants who "realize" them on the program. The Biow Co. is the agency.

Winthrop Lakey Carter

——president of the Nashua Gummed and Coated Paper Co., Chestnut Hill, Mass., died February 22nd. Mr. Carter came to Nashua in 1907, was made treasurer of the company in 1914. In 1923, at the death of his father, he was made president.

HONOR ROLLS

A FITTING TRIBUTE TO THOSE IN SERVICE

Beautiful plaques, many designs, in sizes for any number of name plates. Send for prices and literature.

INTERNATIONAL BRONZE TABLET CO.
36 East 22nd Street — New York 10, N. Y.

UNIVERSAL PAD & TABLET CORP.
SPECIALIZING IN SCRATCH PADS

3x5 4x6 5x8
8½x11 — RULED & PLAIN
QUADRILL RULED

UNIVERSAL PAD & TABLET CORP.
24-34 New Chambers Street
New York 7, New York
Worth 2-5567-8

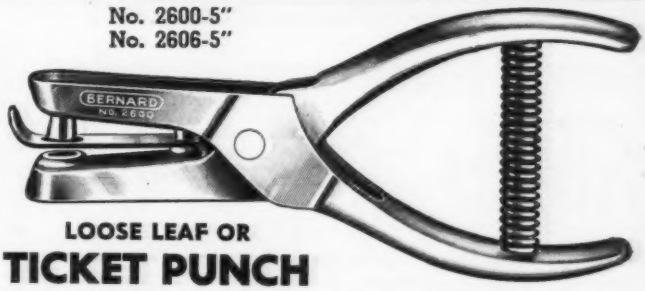
The CORNER on the Market!

In twelve beautiful colors

MOUNTIES, INC.
Boston, Mass.
NEW YORK SALES OFFICE · 1170 BROADWAY

"More Power to You!"
with
BERNARD
Modernized
OFFICE NECESSITIES

No. 2600-5"
No. 2606-5"



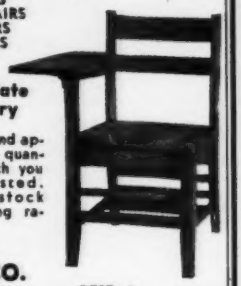
LOOSE LEAF OR
TICKET PUNCH

No. 2600 Dies — No. 2606 Dies

THE WM. SCHOLLHORN CO., Stationery Tool Div., New Haven, Conn.

We Can Still Ship CHAIRS But Better ORDER NOW!

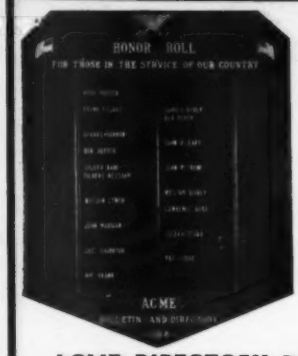
FOLDING TABLES
TABLET ARMCHAIRS
FOLDING CHAIRS
FACTORY STOOLS



Immediate Delivery

State type and approximate quantity in which you are interested. Available stock diminishing rapidly.

ADIRONDACK CHAIR CO.
1140 Broadway New York 1, N. Y. DEPT. 8



HONOR ROLL PLAQUES

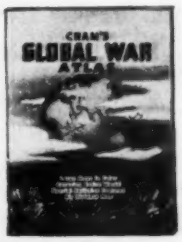
MADE IN ALL SIZES FOR INDOOR AND OUTDOOR DISPLAY
NAMES MADE UP IN CHANGEABLE LETTERS OR EMBOSSED STRIPS

Send for illustrated circular

ACME DIRECTORY BOARD CORPORATION
37 East 12th St. New York, N. Y.

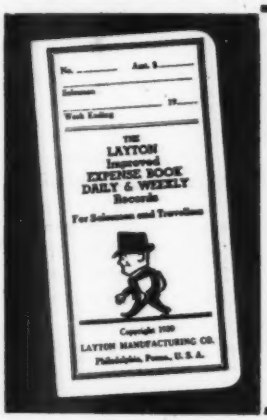
Cram's Global War Atlas

A Leader in the Low-Price, Map-Making Field.



12 x 15 inch De Luxe Maps in color cover the World. Comprehensive Index embraces over 300 countries, islands, and many practically unknown places. Index gives page reference for quick location of all battle fronts. Printed on fine super. Easy-to-read type. 32 pages. Board covers. Order direct from ad or send for Bulletin G.A. 2. List price only $1.00

The George F. Cram Company, Inc.
Maps, Atlases, and Globes Since 1867
730 East Washington St., Indianapolis 7, Ind.



IMMEDIATE DELIVERY

•

Priced Right

•

Write for Prices & Samples

•

LAYTON MFG. CO.
4531 LOCUST ST.
PHILA. 39, PA.

Paper products:

"Wireless" Non-Skid Easel stenographic Note Books—"Dictatype" Boxed Typewriter Papers—Manifold Papers and second sheets—"Spot-seald" Adding Machine and Teletype Rolls—Scratch Pads—Clip Boards, etc., etc.

Paper Specialists to the Stationer

ROCKWELL-BARNES COMPANY
35 East Wacker Drive, Chicago 1, Illinois

Available for immediate delivery!

KARDEX—ACME—Y & E—GLOBE
WERNICKE—POST INDEX—RAND
and other visible systems.

Addressographs, Multigraphs, Mimeographs, Dictating machines, Steel Files, Lockers, and Shelving.

All completely rebuilt and guaranteed.

"The House That Confidence Built"

Universal Office Equipment Co., Inc.
561 Broadway, New York 12, N. Y. CAnal 6-0740

Every Business Needs

Engel Pocket Art Corners

For keeping treasured Kodak prints safely mounted in albums — with negatives indexed in back. They're excellent, too, for mounting cards, clippings, cachets, covers, etc.

Order from your dealer or write
ENGEL ART CORNERS MFG. COMPANY
4709-19 N. Clark St. Chicago 40, Ill.

KEEP
Error-No
WORKING FOR MORE OUTPUT PER TYPIST

Busy with War work, we still supply parts and service, to speed your typing.

THE DAWN MFG. CORP.
DIVISION OF THE
HALL-WELTER CO., IN ROCHESTER, N. Y.

"Main Office" Efficiency for Your Personal File with Direct Name Outfit

No. N-125-D OUTFIT

Now you can have the advantages of the popular "Y and E" Direct Name Filing System for your own Personal File: Designed particularly for business executives, who want to keep personal matter separate from main office correspondence, or maintain individual files on special projects, it provides an easy efficient method of filing and finding correspondence and other papers.

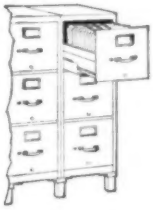
It's available in two styles. Outfit No. N-125-D has heavy pressboard alphabetical index guides with the patented "Y and E" Angular Metal Tabs. Outfit No. 125-DP, lower priced, has plain pressboard tabbed guides with black printed caption frames for easy vision. Both outfits contain miscellaneous folders, a generous supply of individual folders, and blank gummed labels. A "Direction" card with each outfit explains simple set-up and operation.

Those familiar with the speed and efficiency of the "Y and E" Direct Name Filing System will welcome this individual outfit for private use. If you are not yet acquainted with the way "Y and E" Direct Name Filing System can simplify your filing problems, this personal file will give you an introduction to the benefits of the "Y and E" Systems. Our representative in your territory will be glad to demonstrate the Direct Name System—show you how it can make your personal or general filing operations smoother and faster.

The ideal system for the Private File

Just the thing for the Personal File

Convenient for the Desk Drawer



For special divisions of the General File

Buy War Bonds

FOREMOST FOR MORE THAN SIXTY YEARS

YAWMAN AND ERBE MFG. CO.

1045 JAY STREET • ROCHESTER 3, N. Y.

HEYER *Quality* HECTOGRAPHS *and* REFILL

Revolutionized earlier ways of transmitting messages

Printing on paper by means of engraved block letters was practiced by the Chinese as early as 50 B. C. Gutenberg in 1450, printed from type moulded from metal, for the first time. Yet, to get an idea in the morning and have it in the mails by evening, without type or presses, was the feat accomplished by modern science in the development of HEYER Quality HECTOGRAPHS.

HEYER Quality STENCILS
For Lettergraph, Mimeograph, etc.

HEYER Quality HECTOGRAPHS are today serving thousands of firms, producing 50 to 100 copies from one original . . . quickly and economically. And after many operations, the pan can be renewed easily with HEYER Quality REFILL at a saving.

HEYER Products are top quality, backed by 40 years of experience in the manufacture of Duplicators and Duplicator Supplies. Standardize on these supplies for 100% satisfaction.

HEYER Quality INKS
For All Stencil Duplicators

LETTERING GUIDES & STYLI
Many Sizes and Styles

Heyer **ALWAYS**

Quality **SATISFIES**

GELATIN ROLLS—FILMS
Sizes For All Makes

THE HEYER CORPORATION

Quality Duplicators and Supplies Since 1903

901-911 West Jackson Blvd. • Chicago, U. S. A.

HS
L
age
early
time.
e or
EYER